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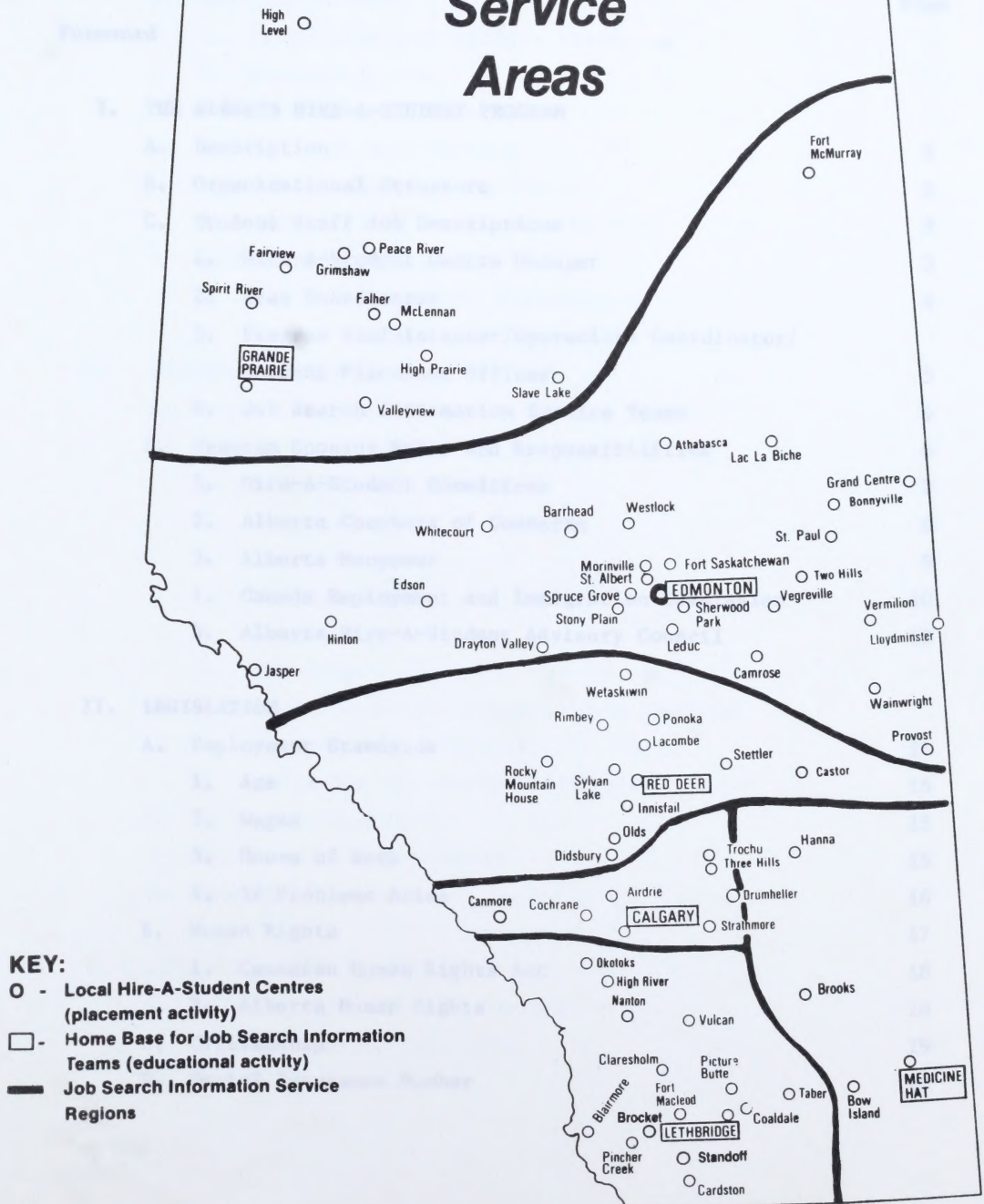
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**Alberta
HIRE A STUDENT
Handbook
1985**

PREPARED BY
ALBERTA MANPOWER
HIRE-A-STUDENT RESOURCE SECTION
IN CONSULTATION WITH THE
CANADA EMPLOYMENT AND IMMIGRATION COMMISSION
AND
ALBERTA HIRE-A-STUDENT COMMITTEES

Alberta Hire-A-Student Service Areas



ALBERTA HIRE-A-STUDENT HANDBOOK

1985

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FOREWORD

Welcome to your position as an Alberta Hire-A-Student centre manager. This is the start of a challenging and rewarding summer that will provide experiences you will find useful throughout your career.

You will play an important role in a program with a very unique organizational structure. For example, centre managers work for local committees composed of volunteers who ensure that the program meets their communities' needs. Both you and your committee will interact with other Hire-A-Student sponsors to maintain and improve program effectiveness. Thus good verbal and written communications are essential, as is the introduction of ideas that will stimulate new program systems and activities.

All program participants work together to help students find summer employment. To achieve this goal, Hire-A-Student provides two services: a student summer employment placement service and a job search information service. As a centre manager, you will provide both services to your student clientele on an individual basis.

Now let's get down to work. Usually the worst part of any job is getting started. Following are some suggestions to help you:

- read this Handbook. It contains basic program and operational information. However, be aware that it is designed as an introduction to the program and thus will not answer all your questions. By the end of the summer, you will have developed ideas and recommendations that go well beyond what is covered in this publication.
- read past years final reports to gain an understanding of how Hire-A-Student works in your community.
- introduce yourself to your committee members, and maintain contact throughout the summer to exchange ideas and plans with them. Your committee will help you learn your job and will provide advice based on experience.
- careful scheduling is the key to a successful summer. A written summer work plan will help you timetable your activities and remind you of important deadlines.
- last but not least, be prepared to make a mistake or two, but also be sure to learn from them. Use this summer to learn and to grow. The more you put into your job, the more you'll get out of it.

The
Alberta
Hire-A-Student
Program

I. THE ALBERTA HIRE-A-STUDENT PROGRAM

A. Description

Hire-A-Student is a cooperative program sponsored by local community groups, Alberta Chambers of Commerce, the Canada Employment and Immigration Commission (CEIC) and Alberta Manpower. The program objective, to help students find jobs and to provide a service to employers, is achieved by offering two distinct yet complementary services. These are:

- the yearly establishment of summer student employment centres in 78 or more Alberta communities. (PLACEMENT)
- provision of classroom presentations on effective job search methods to students during the second school semester. (JOB SEARCH INFORMATION SERVICE)

The student staff and each of the sponsors play an important part in meeting the objectives by:

- encouraging employers to use Hire-A-Student through public relations activities which support hiring students and/or endorse them as responsible members of the community,
- matching qualified students with the jobs employers list with Hire-A-Student Centres, and
- providing job search information that students will use when looking for jobs.

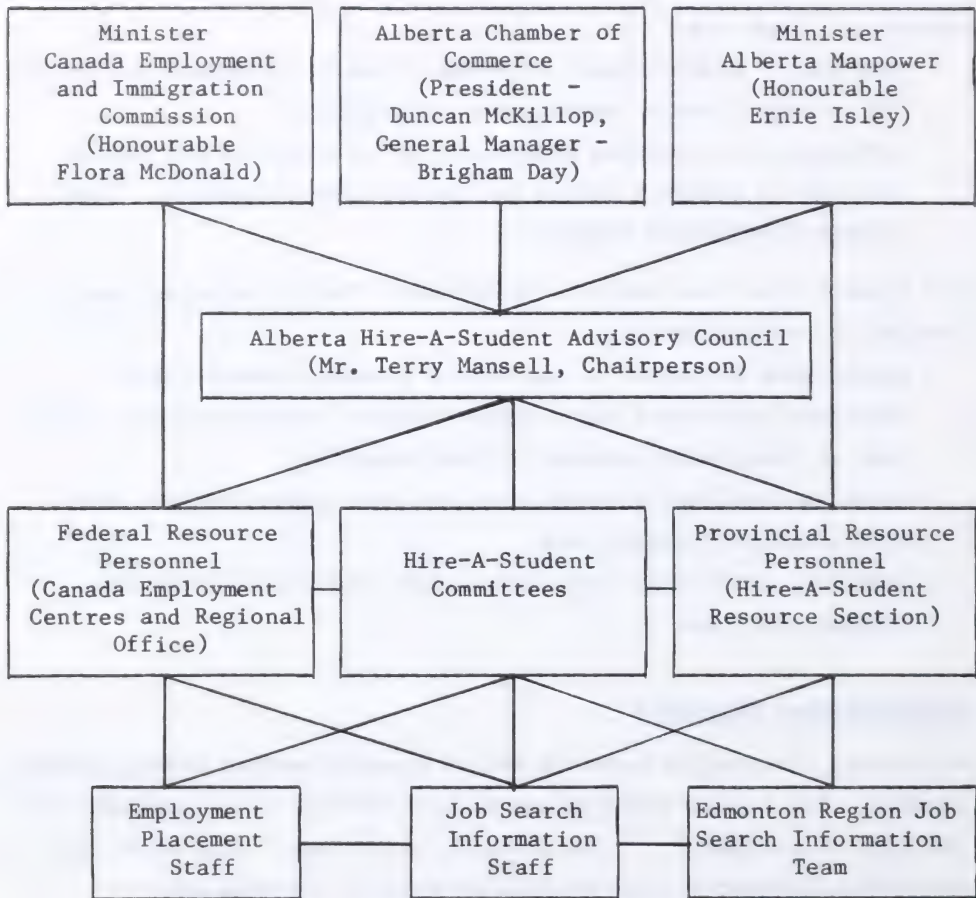
B. Organizational Structure

Each year, the program sponsors set up student managed Hire-A-Student centres. The actual organization of each centre varies depending on the size of population of the community it serves. This means that no two Hire-A-Student Centres operate in exactly the same way.

As well, seven regional student teams are hired annually to provide presentations on effective job search techniques to secondary students from late January until June.

The following chart gives an overview of the provincial structure. It outlines how the various organizations fit in, and the two-way lines of communication between them.

This information sharing is an important factor for the success of the Alberta program. Be sure to ask your committee to explain how your centre fits into this framework, and what communication lines you should follow.



C. Student Staff Job Descriptions

We'll first take a look at the above, then go on to sponsor roles and responsibilities so you can see how personnel within the various levels of the organization will interact with you.

All Hire-A-Student centres receive community support. In the six urban centres (i.e. Calgary, Edmonton, Grande Prairie, Lethbridge, Medicine Hat and Red Deer), provincial and federal funding is also provided. Twenty-one centres located in Canada Employment Centre facilities receive federal funds. Fifty-one or more smaller communities receive provincial government funding support.

Funding determines job titles. For example, staff hired federally are termed program administrators, student placement officers, area and operations coordinators. Committee paid staff include centre managers, job search team leaders and job search presenters.

Although the job titles of Hire-A-Student staff are straight forward, job duties are not. These change depending on the local committee, number of staff in the Hire-A-Student office and the size of the community serviced. The following provides a brief overview of student staff job duties.

1. Hire-A-Student Centre Manager

The committee paid Hire-A-Student centre manager, a high school or post-secondary student, often has to be a 'one person show' because at various times, he/she is expected to act as promotions expert, orator, secretary, supervisor or statistician. The duties of the centre manager are to:

- organize and operate a local Hire-A-Student office according to Hire-A-Student committee direction,
- provide students with information on the program, basic job search techniques, employment opportunities, and the process of completing job applications forms,
- register students looking for work,
- contact individual employers, service clubs and other groups to inform them of the program, solicit support and promote

student hiring practices,

- plan and carry out a promotional campaign for the program in the community. More specifically, a centre manager is required to work with the media, make and display posters, create and carry out publicity events, organize special job creation projects, and contact home-owners regarding odd job prospects for students,
- receive job orders from employers, and make suitable student referrals to available jobs,
- maintain a log book on daily activities,
- prepare reports as required,
- submit contributions to the area newsletters,
- maintain appropriate records of student registrations, placements and promotional activities for the committee and the provincial and federal governments as required,
- respond to student and employer requests for further information on government programs and careers, and
- perform other related duties as required.

Note: a student placement officer working in a Canada Employment Centre in a smaller community usually executes all of the above functions, but works under federal government direction rather than that of a committee.

2. Area Coordinator

Area coordinators work under the general direction of the local Canada Employment Centre (CEC) manager (or his/her designate, usually a program administrator or CEC/HAS liaison officer) and with the assistance of the local Hire-A-Student committees, assist in the implementation and coordination of the Hire-A-Student activity in a given area of the province by:

- establishing and maintaining support services for local Hire-A-Student offices in the area,
- liaising closely with local Hire-A-Student committees,

- assisting in the day-to-day operations of the local Hire-A-Student office,
- assisting the Hire-A-Student committee in recruiting, hiring and training the local centre manager,
- preparing and issuing an area newsletter,
- providing centre managers and committees with up-to-date information regarding the Hire-A-Student program and related summer youth employment initiatives,
- gathering, compiling and submitting monthly statistical reports to the local Canada Employment Centre as required,
- ensuring that monthly narrative reports required by the Province of Alberta are collected and submitted each month,
- providing a final report on the placement activities of Hire-A-Student operations in the labour market area, and
- other related duties as required.

3. Program Administrator/Operations Coordinator/Student Placement Officer

The program administrator position is open to recent graduates of post-secondary institutions. Duties include provision of assistance in the planning, development and operation of a Hire-A-Student centre, student staff recruitment, training, and supervision, and preparation of reports and statistical information.

Calgary and Edmonton have operations coordinators who are responsible for the daily supervision of over twenty placement officers in each of these urban centres.

The larger urban centres usually have teams of student placement officers who do the following:

- provide students with information,
- register students,
- contact employers to inform them about the program,
- receive job orders from employers and make referrals, and
- maintain records of registrations, placements and employer vacancies.

Because there is a large group of placement officers, the work is divided so that on any given day some will conduct interviews, while others take job orders, conduct employer visits or assist with publicity.

Note: sometimes Hire-A-Student committees in the six urban centres hire additional staff to support specific operational activities such as public relations and administration.

4. Job Search Information Service Teams

Job search teams are located in Calgary, Edmonton, Edmonton Region, Grande Prairie, Lethbridge, Medicine Hat and Red Deer. Each team has one team leader and between one and five presenters (except the Medicine Hat area which has no presenter). These teams operate from January to June. Six teams work under the direction of an urban Hire-A-Student committee, with the Edmonton Region team operating out of the Hire-A-Student Resource Section. Duties include:

- travel to junior and senior high schools within the region to conduct presentations on effective job search methods,
- liaison with regional school personnel and government agencies,
- coordination of cost effective presentation and travel bookings,
- preparation of activity and statistical reports, and
- provision of year-end evaluation and recommendations to improve the service.

D. Program Sponsor Roles and Responsibilities

The following is based on information from the 1981 "Roles and Responsibilities of Organizations Within the Alberta Hire-A-Student Program." The program objective, as stated in this document, is "to help students find jobs and to satisfy the summer staff requirements of Alberta employers. In the process, Alberta youth are informed of sound job search skills and job experiences that will help in their search for meaningful careers or occupations later in life."

1. Hire-A-Student Committees

The first resource source for a centre manager is the local committee. This group works cooperatively with the Canada Employment Centre (CEC) manager and the Alberta Manpower resource staff. They prepare Hire-A-Student plans and budgets, are responsive to community student employment needs, and administer the local Hire-A-Student program and funds.

The committees are comprised of community members who are interested in Alberta youth and are prepared to contribute time and expertise to the program. Where the Chamber of Commerce is active in the Hire-A-Student program, it is charged with forming the committee. Otherwise, another business, community organization or individual accepts the responsibility.

The committee is responsible for:

- selecting the local committee members and appointing a chairperson,
- encouraging participation and financial support from the community at large,
- encouraging the community to provide jobs for students,
- developing annual plans and budget for the Hire-A-Student program in cooperation with the CEC managers,
- ensuring that provincial financial support provided is used to complement and supplement CEC resources in order to optimize the impact of the Hire-A-Student program on the community,
- setting local wage rates and methods of hiring local committee paid staff,
- developing an appropriate budget submission and submitting it to the province for consideration,
- ensuring the integrity and proper administration of funds allocated or donated to the local program,
- facilitating training for committee paid staff by the area coordinator and/or the federal/provincial resource teams,
- providing a first day on the job orientation session for the

centre manager, and

- providing an appropriate communications system between program participants.

Note: committee members are volunteers, and this is a heavy work load for them. They appreciate it when their centre managers keep them well informed about Hire-A-Student activities. This is done by:

- sending members copies of monthly reports,
- preparing a point form report of happenings, statistics, promotions, etc. for presentation at committee meetings,
- taking notes at meetings, and preparing and sending minutes to members. This reminds them of the decisions made, and/or any activities delegated to the individual member, and
- providing recommendations on program operations. The committee provides continuity for Hire-A-Student. Your recommendations and comments will help them plan effectively for the coming year.

Student staff should be aware that it may be difficult to arrange formal committee meetings during the summer. What often happens is that the individual members drop in to see the centre manager for a brief update, and meet as a group only if there are problems to solve.

As well, some committees are reluctant to intrude; they see a benefit in giving student staff as much responsibility as possible. So don't expect the committee members to come to you - go to them. Give them a call to let them know what you are planning. Ask if they think your ideas will work, and what steps you should consider when implementing them. You could also arrange to meet committee members for a discussion over coffee. Keep the communication channels open and be sure to fully utilize this valuable resource.

2. Alberta Chambers of Commerce

The Alberta Chamber of Commerce role in the Hire-A-Student program

is to promote all aspects of the program through its membership, increase the number of participating Chambers throughout the province, communicate with local Chambers of Commerce on appropriate Hire-A-Student matters, and encourage Canadian Chamber of Commerce support of the national Hire-A-Student program.

The participating local Chamber of Commerce role is to provide resources for the local program. The local Chamber is responsible for:

- providing a chairperson for the local Hire-A-Student committee from its local membership where possible,
- encouraging the community to provide positive work experiences for Alberta's students that will facilitate the development of leadership skills, and set an example through the Hire-A-Student program, and
- selecting members for the Hire-A-Student Advisory Council.

3. Alberta Manpower

The provincial government role in the Alberta Hire-A-Student program is to provide support and coordination and is responsible for:

- providing provincial resources and policy for the educational function of the Alberta Hire-A-Student program, including supplementary support to the placement function,
- compiling an annual composite Alberta Hire-A-Student program budget for the education function and supplementary placement responsibilities and supporting the budget before the provincial minister,
- working closely with co-sponsors during all phases of the program, and especially during the planning cycle to ensure allocation of provincial resources to supplement the placement function within provincial guidelines (see Appendix B),
- providing educational training resources and support to local committees and Hire-A-Student staff,

- providing members for a resource team to liaise with the federal resource team,
- training provincially paid staff, ensuring training is provided to committee paid staff and acting as a resource to federal training activities,
- assisting in the development of a recording system that will meet the needs of all sponsoring bodies,
- providing advertising and promotional materials for the Alberta Hire-A-Student program, and
- providing an appropriate communications system between program participants.

Note: Provincial resource personnel (Linda Jorstad and Connie Harrison) can not do a good job unless they hear from you. The information and recommendations provided by student staff and committees are used to determine Alberta's Hire-A-Student needs. This staff can be reached at:

Hire-A-Student Resource Section
Alberta Manpower
2nd Floor, Sun Building
10363 - 108 Street
Edmonton, Alberta
T5J 1L8
Telephone: 427-0115

4. Canada Employment and Immigration Commission

The Canada Employment and Immigration Commission (CEIC) through its network of Canada Employment Centres (CEC) is responsible for the delivery of placement throughout the province of Alberta. The local Canada Employment Centre is responsible for:

- analyzing the summer employment needs of its labour market area,
- advising local committees of federal resources and services available for the Hire-A-Student program,
- planning with committees to ensure that the Hire-A-Student program is responsive to each community's needs,

- delivering the placement function in each labour market area by:
 - . providing resources to meet the placement mandate focusing in particular on the urban centres,
 - . providing the services of area coordinators to act as a resource to provincially funded committees by participating in local committee meetings, providing advice and guidance upon request to Hire-A-Student centre managers, and providing training on placement related duties to centre managers,
- providing federal forms and brochures to all Hire-A-Student Centres, and
- providing an appropriate communications system for area program needs.

Note: Appendix A lists local Canada Employment Centre addresses and telephone numbers and details communities with Hire-A-Student centres in each of the twelve Canada Employment Centre labour market areas.

The local Canada Employment Centre receives direction and support from the Canada Employment and Immigration Commission Alberta/North West Territories Regional Office. The role of this office in the Alberta Hire-A-Student program is to provide support and coordination, and is responsible for:

- providing federal resources and policy for the placement function of the Hire-A-Student program in Alberta,
- compiling an annual composite Hire-A-Student program budget for the placement function and supporting the budget before the federal minister,
- providing program policy interpretation, advice and guidance concerning the operation of a placement service,
- providing members for a resource team to liaise with the provincial resource team,
- providing training to federally paid staff and to act as a resource for provincial training activities,

- providing a recording system which meets the needs of the sponsoring bodies and the local committees,
- developing an advertising policy compatible with the Hire-A-Student program in Alberta, and providing advertising and promotional materials and supplies, and
- providing an appropriate communications system between program participants.

5. Alberta Hire-A-Student Advisory Council

The Advisory Council, established by the federal and provincial ministers and the Alberta Chamber of Commerce, coordinates and acts as a liaison with the sponsors and outside groups by:

- providing recommendations regarding policy and administration to the sponsoring bodies to enhance the cooperative framework of the Hire-A-Student program,
- reviewing the current year total Alberta Hire-A-Student program and offering comments and recommendations to the sponsoring bodies, and
- assessing the effectiveness of the program on an annual basis.

Student staff should check with their committees to determine interaction with this Council. For example, your regional representative may appreciate receiving a copy of your monthly and final reports.

Hire-A-Student committees and community groups are encouraged to make use of this resource of seven regional representatives, and one representative each from the Alberta Chamber of Commerce and the federal and provincial governments. 1985 membership is as shown on the following page.

1985 HIRE-A-STUDENT ADVISORY COUNCIL MEMBERS

**CHAIRPERSON AND CENTRAL
AREA REPRESENTATIVE**

Terry Mansell
12019 - 96 Street
Edmonton, Alberta T5G 1V7
Phone: 451-6606 (B)
477-3837 (R)

Representatives:

CALGARY AREA

Judith Dyck
Calgary Chamber of Commerce
517 Centre Street S
Calgary, Alberta T2G 2L4
Phone: 263-7435

SOUTHWEST AREA

Leslie Lavers
University of Lethbridge
4401 University Drive
Lethbridge, Alberta T1K 3M4
Phone: 329-2515

EDMONTON AREA

Paul Ouimet
Room 2410, Oxford Tower
10235 - 101 Street
Edmonton, Alberta T5J 3G1
Phone: 428-5464

ALBERTA CHAMBER OF COMMERCE

Brigham Day, General Manager
Alberta Chamber of Commerce
#800, 10179 - 105 Street
Edmonton, Alberta T5J 1E2
Phone: 425-4180

NORTHEAST AREA

Denis Fagnon
Box 2094
Bonnyville, Alberta T0A 0L0
Phone: 826-3459

GOVERNMENT OF ALBERTA

Dave Chabillion, Executive Director
Career Development Sector
Alberta Manpower
10001 Bellamy Hill
Edmonton, Alberta T5J 3W5
Phone: 427-3663

NORTHWEST AREA

Frank Lovsin
Lovsin I.G.A.
P.O. Box 489
Peace River, Alberta T0H 2X0
Phone: 624-4200

GOVERNMENT OF CANADA

Keith Shackelford, Director
Labour Market and Benefit Program
Canada Employment and Immigration
Commission
9925 - 109 Street
Edmonton, Alberta T5K 2J8
Phone: 420-2390

SOUTHEAST AREA

Ray Skow
103 Markwick Drive SE
Medicine Hat, Alberta T5J 3W5
Phone: 527-3371

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Legislation

II. LEGISLATION

It is essential that staff be familiar with the legislation which applies to student summer employment and understand how this legislation affects Hire-A-Student. This must be done before receiving student registrations and employer orders.

A. Employment Standards

The Employment Standards Act was introduced in March of 1981. The Alberta Department of Labour is responsible for this legislation, which was enacted for the employee's protection.

The regulations under the Act will be provided by your area coordinator and should be posted in your office. These regulations provide detailed legal information, so for quicker reference to labour laws, consult the Employment Standards pamphlet.

Certain aspects of the Employment Standards Act do not apply to domestic or farm labour jobs. For example, jobs at an employer's home or on a farm do not have to conform to minimum wages, parental consent or other requirements outlined in the Employment Standards Act. However, farm labourers and domestics are covered under the Act for wage recovery (ie. the wage rate agreed to by an employer and the farm worker or domestic) and notice of termination.

The Act applies totally if the employer is a business firm or other registered employer. Thus mowing lawns, painting, or window washing at an office or other business is covered by the Employment Standards Act.

Below is a brief summary of some important considerations from the Employment Standards Act - "Adolescents and Young Persons Employment Regulation."

1. Age

Students 12 years old and under 15 years (adolescents):

- are limited as to type of employment.
- employer requires written consent from parents.
- cannot work between the hours of 9 p.m. to the following 6 a.m.

Students 15 years old and under 18 years (young persons):

- employed between 9:00 p.m. and 12 midnight in business establishments such as service stations, grocery stores, food outlets, restaurants, motels and hotels must be under the supervision of one or more adults, but cannot be employed in these businesses between 12:00 midnight and 6:00 a.m.
- can be employed between 12:00 midnight and 6:00 a.m. in establishments such as hospitals, manufacturing plants, refineries, pulp mills and nursing homes, but must be in the continuous presence of one or more adults and the employer must have written permission of the parent or guardian.

2. Wages

- for students 18 years and older the minimum wage is \$3.80/hour.
- for students under 18 and working part-time during the school term from September to June the minimum wage is \$3.30/hour.
- for students under 18 and working in July and August the minimum wage is \$3.65/hour.

3. Hours of Work

- overtime is payable for work over eight hours a day or forty-four hours a week, whichever is greater. Overtime shall be paid at a rate not less than one and one-half times the regular wage.
- minimum hours of work for students under 18, attending school and working part-time during September to June: "where any

period of employment is less than two consecutive hours, the employee shall be paid wages for two hours at a rate not less than the minimum wage to which they are entitled."

- minimum hours of work for students over 18 years of age or under 18 years of age and not attending school (i.e. during July and August): "where any period of employment is less than three consecutive hours, the employee shall be paid wages for three hours at a rate not less than the minimum wage to which they are entitled."

4. If Problems Arise

Hire-A-Student centres provide information on labour regulations to students and employers, preferably by handing out the appropriate Employment Standards pamphlets. Hire-A-Student staff should never become directly involved in any dispute, other than to immediately inform the committee of the situation. Instead, refer the complainant to the nearest Employment Standards Branch. Addresses for these offices are as follows:

CALGARY	- Deerfoot Junction, Tower 3 Room 3300, 1212 - 31 Avenue N.E. Calgary, Alberta T2E 7S8 Ph: 230-1993
EDMONTON	- #403, 10339 - 124 Street Edmonton, Alberta T5N 3W1 Ph: 427-3731
EDSON	- 5041 - 1st Avenue Grand Trunk Shopping Centre P.O. Box 1658 Edson, Alberta T0E 0P0 Ph: 723-3341
GRANDE PRAIRIE	- #3501, Provincial Building 10320 - 99 Street Grande Prairie, Alberta T8V 6J4 Ph: 538-5253

LETHBRIDGE - #377 Government Centre
208 - 5 Avenue, South
P.O. Box 3014
Lethbridge, Alberta. T1H 0H5
Ph: 329-5447

MEDICINE HAT - #317, 770 - 6 Street S.W.
Medicine Hat, Alberta T1A 4J6
Ph: 529-3524

RED DEER - 2nd Floor, Provincial Building
4920 - 51 Street
Red Deer, Alberta T4N 6K8
Ph: 340-5153

ST. PAUL - #407, 5025 - 49 Avenue
P.O. Box 2109
St. Paul, Alberta T0A 3A0
Ph: 645-6349 Ext. 282

B. Human Rights

There are two anti-discrimination laws which are operative in Alberta: the Canadian Human Rights Act (federal) and the Individual's Rights Protection Act (provincial). Each prohibit discrimination in specific areas on the basis of specific grounds. Only those areas and grounds which are articulated by the law are protected. Caution is required in dealing with this area because some employment situations which are unfair are not necessarily illegal.

Hire-A-Student staff may have occasion to explain these government guidelines to employers, but again, should never get involved in any dispute. Complainants should be directed to contact the appropriate Human Rights Commission Office.

Following is a list of how both acts prohibit discrimination in the area of employment. The act you use depends on who the employer is (i.e. If John's Mens Wear calls in, you use the Individual's Rights Protection Act; if the Toronto Dominion Bank places an order, they fall under the Canadian Human Rights Act).

1. Canadian Human Rights Act

This Act applies to all federal government departments and agencies, crown corporations, and to business and industry under federal jurisdiction, such as banks, airline and railway companies - in their employment policies as well as in their dealings with the public.

It also protects the privacy of personal information stored in government files. It ensures that any person may find out if there is personal information on these files (e.g. a Hire-A-Student registration card), check its accuracy and the use to which it is being put, and request that inaccurate information be corrected. It protects employees against nine different kinds of discrimination based on race, national or ethnic origin, color, religion, age (all ages), sex, marital status, the fact that a person was convicted for an offense for which a pardon has been issued, or the fact that a person has a physical or mental handicap.

The Canadian Human Rights Alberta Commission Regional office is located at #416 - 10506 Jasper Avenue, T5J 2W9 in Edmonton, phone 420-4040. Note that they accept collect phone calls from anywhere in Alberta or the Northwest Territories.

2. Alberta Human Rights

The Alberta Human Rights Commission is responsible for the administration of the "Individual's Rights Protection Act." The Act applies to all provincial government departments and agencies as well as all businesses and industries under provincial jurisdiction, in all facets of employment policies, practices and referrals.

This legislation is designed to provide protection against discrimination in employment because of race, color, religious beliefs, sex, marital status, age (45-65 only), ancestry, place of origin, or physical characteristics (i.e. any physical disability

resulting from bodily injury, birth defect or illness which does not affect a person's ability on the job).

It is important to note that domestics employed in private homes and employees of farmers sharing or living in the farmer's domicile are not covered by this Act.

As with employment standards, there are exceptions. Employers are sometimes allowed to specify a preference for a particular type of person if the job, by definition requires that type of person (in legal jargon this is called a bona fide occupational qualification). In order to do this, the company must get written permission from the Alberta Human Rights Commission.

This law is designed to protect the individual from certain discriminatory employment practices when and if he/she needs it. However, it still allows the employer to hire the person most capable of performing the job.

As with Employment Standards, the centre manager's job is to refer students with concerns to the nearest Alberta Human Rights Commission office, located as follows:

801 Kensington Place
10011 - 109 Street
Edmonton, Alberta T5J 3S8
Phone: 427-7661
OR
1333 - 8 Street S.W.
Calgary, Alberta T2R 1M6
Phone: 297-6571

C. Citizenship

Only Canadian citizens, residents with bona fide immigrant status and students or trainees with working visas are eligible for employment.

Foreign students are in Canada for educational purposes only; they are admitted on the basis that they can maintain themselves on a standard of living equivalent with Canadian students. Money for their existence is to be sent from their home countries. Foreign students

are made aware before entering Canada that they are not allowed to accept employment in this country. Hire-A-Student staff do not have the right to offer their services to a foreign student who does not have a valid work authorization.

Be aware that if a foreign student is found to be employed illegally, he/she is subject to deportation with very little chance of returning to Canada.

D. Social Insurance Number

All people working in Canada must have a social insurance number. Anyone of any age can apply for a social insurance number (SIN) which they keep for life. In communities without Canada Employment Centres, kits may be available at post offices.

If someone comes in to apply for a SIN, give them a kit and help them fill out the form using the directions provided in the booklet in the SIN kit. When the application form has been filled out, ask them to take the form in person to the nearest Canada Employment Centre. Mailing in original documents is not recommended as they may be lost. If applicants must apply by mail, have them get mail-in kits from local post offices.

For the application to be verified, the applicant must have two pieces of identification, one of which must be a birth certificate or certified copy (a photocopy alone won't do). The other piece of identification could be a school identity card, Alberta Health Care card, driver's license or report card.

During the summer, you may hear the phrase 'the distinctive number 9'. This refers to non-immigrants with work visas authorizing them to work for a specified employer in Canada. They may not work for any other employers unless their visas have been authorized at a Canada Immigration Centre. These people will have a SIN with a '9' for the first number in the 9-digit series. Hire-A-Student and Canada Employment Centre staff may not help these persons find work. They should be referred to the nearest Canada Immigration Centre.

Sample Letter

(address)

(date)

Dear Parent/Guardian:

A Hire-A-Student office has been organized in your community to assist local students in finding summer jobs. The Hire-A-Student centre manager will be taking job orders and referring students to employers for interview orders.

The Employment Standards Act limits the type of work that students under 15 can perform. These students must be over 12 years of age and may be employed in domestic services such as lawn-cutting, hand raking, general clean-up or baby-sitting. Students in this age group may also be placed as delivery persons of small wares for a retail store, clerks or messengers in an office, as clerks in a retail store or as delivery persons for the distribution of flyers or hand bills - providing that such employment is not, nor is not likely to be injurious to the life, health, education or morals of the student.

As an employment service, Hire-A-Student refers students to prospective employers. It is the employer who makes the final decision on whom he/she hires. Hire-A-Student does not assume liability for any injury or damage to the student or his property which might occur while he/she is employed on a job found through the Hire-A-Student centre.

Please sign and return one copy of the attached form if you consent to your child or ward being placed in a job through Hire-A-Student.

Thank you for your attention to the above matter.

Yours truly,

(name)

Hire-A-Student Centre Manager

Sample Form

_____ Hire-A-Student

Address

Phone Number

Parent/Guardian Consent Form:

This is to certify that I consent to my child or ward being referred by the Hire-A-Student office to a possible job placement.

I also consent that my child or ward may be employed as:
(show occupations on the following lines)

_____	_____
_____	_____
_____	_____
_____	_____

I am aware that Hire-A-Student and its sponsoring agencies are not responsible in case of accident, injury or sickness to my child or ward.

Name of Student _____

Signature of Parent/Guardian _____

Date _____

***Service To
Employers And
The Community***

III. SERVICE TO EMPLOYERS AND THE COMMUNITY

Employers are an important component of the Hire-A-Student service. Without employers providing jobs, students can't get work. Your job is to attract employers to Hire-A-Student, explain how they can effectively use your service and do everything you can to keep them as satisfied customers.

This section in the Handbook deals with initiating contact with employers and members of the community. However, to fully understand all the steps necessary in providing a service to employers, you must read this, the "Advertising and Promotions" and the "Details of Managing a Hire-A-Student Centre" chapters in this Handbook.

For Hire-A-Student purposes, an employer is anyone willing to hire a student to do a job. The job can last the summer, a week, a day or only a few hours. This means anyone in your community (businesses, householders, farmers, government, etc.) is a potential employer.

When contacting employers, remember that they hire students for several different reasons. Some businesses are busy during the summer and may need the extra help that students can provide. Some employers remember how much a summer job meant to them. Others see hiring students as a means of giving youth an opportunity to gain practical business experience.

Similarly, there is scarcely a home-owner who doesn't have a job or two around the house that could be completed by students.

Be aware of what hiring a student costs business people. As well as salary dollars, they must also pay the employers' share of Canada Pension, Unemployment Insurance, Workers Compensation, etc. A good employer also budgets for the time required to train staff. Thus you may have to persuade businesses that both the time and money will be well spent and show that there will be a return on this investment.

A. Employer Contact

Although the following information is specific to employer visits, it does include points that should be included in centre manager presentations to community groups.

The purpose of an employer visit is to inform an employer of Hire-A-Student services, rather than to generate an immediate job order. Job orders may result from an employer visit in a week or month, but they rarely happen on the spot. However, it is important to be prepared. When visiting employers, take along some job order forms just in case.

1. Preparation for Employer Visits

- talk to your Hire-A-Student committee. They will help you understand the economic conditions and employer attitudes current in your area, and can suggest methods of approach. Some committees accompany Hire-A-Student centre managers on their first few employer visits. Be aware that this depends on how they consider that you can appear most efficient in the job you are doing. For example, if employers in your area applaud self-reliance, it will help sell student capabilities if you approach them entirely on your own.
- make a list of all employers in your area. This can be done by looking in the phone book, consulting Town Offices, your Chamber of Commerce or Board of Trade and your committee members. Include town, county and provincial government offices on your list as they may be hiring students under the Summer Temporary Employment Program (STEP).

An example of an employer list is as follows:

EMPLOYER LIST

<u>Name and Contact</u>	<u>Address</u>	<u>Phone</u>	<u>Type of Business</u>
Joe's Welding Joe Smith	555 Centre Street Yourtown, Alberta T5H 1N5	678-1234	Welding

Zebra Enterprises Ltd.	124 - Dover Street	627-3947	Equipment
Beth Williams	Box 421		Rental
	Ourtown, Alberta		
	T5H 1N6		

- be sure to find out from the employer what kind of business he/she is in. This is easy when you can tell by the name of the company (e.g. the Fort Motel or the B & J Cafe). However, from the example above, note that the name does not always tell what the business is. Zebra Enterprises may do everything from selling gas to renting equipment. In these cases, you will have to ask. If the major volume of the business is renting equipment, then equipment rental will be the type of business.

A common mistake is to classify the company's business by the type of staff requested by the employer. For instance, PCL may require a welder's helper. However, it is a building construction company, not a welding contractor. To avoid mix-ups, don't make assumptions - ask the employer.

- plan to do your employer visits as soon as you are hired. Using your list, anticipate which employers will be able to use help the earliest (i.e. landscaping, construction) and time your visits accordingly.
- don't make the mistake of thinking you can do dozens of calls in a day. Note that Monday mornings and Friday afternoons are generally poor times for a visit.
- don't forget the small businesses. They usually do not have set systems for hiring summer staff that may be found in larger companies.
- some student staff have found it effective to send employers a brief letter of introduction outlining Hire-A-Student services, office location, phone number and hours of operation. They then follow up the introductory letters with a phone call to arrange an appointment with the person responsible for hiring.

2. Employer Visits

- when you visit the employer, remember to take appropriate supplies (i.e. pamphlets, business cards, job order forms and employer visit report sheets). An item that might come in handy is this Hire-A-Student Handbook. Sometimes employers ask questions that you are not sure about. Look in your book; show the employer that you are interested in finding the correct answer. An employer likes to see initiative and may judge other students by your example.
- dress is very important. This does not mean that your Sunday best is required, but dress to suit the business you are contacting. Note that some employers have a real aversion to jeans; play it safe, don't wear them. Be neat and clean -- and smile.
- the purpose of your visit is to encourage the employer to hire students - preferably through the Hire-A-Student centre. To do this, why not get the full-time staff to help you? When you go into a business, greet everyone there in a courteous, friendly, professional manner. If you make a good impression on the staff, they might suggest to the employer where they could use student help. Further, some employers often delegate hiring responsibility for casual staff to these employees.
- keep your eyes open. Look for jobs a student could do. For example, you see that the employer's stock room is a mess, or the windows are dirty, etc. Use these observations and suggest situations where a student could help. (e.g. "We have students specializing in window washing. Could you use their service?")
- when you meet the employer be prepared. Be sure to greet the employer and know a little bit about the business (i.e. size, service or goods provided, etc.). For example, if you are going to a restaurant, you might say to the manager, "Good

morning Mrs. Jones, I understand that you have the only restaurant in town that specializes in Swiss cuisine." If employers know that you are interested in their businesses, they will be interested in yours and this helps generate job orders.

- speak to the employer about the benefits of hiring a student. Emphasize that students are available for full-time or casual jobs. Explain that you have a number of students registered, and outline some of their skills, experience and training. You could also casually mention that younger students exhibit enthusiasm for almost any job.
- explain how the Hire-A-Student centre will, at no cost to employers, screen and refer suitable applicants to them. Stress that it is the employer's responsibility to interview and assess (i.e. to hire only if the student will satisfy the job requirements).
- mention that Hire-A-Student can save the employer time and money. If an employer were to advertise a position, he/she might get 20 or more applications. The employer would then have to take time to screen all the candidates, whereas Hire-A-Student will only send the number of qualified candidates the employer wants to see.
- indicate that you can do a better job of referring students if employers are very specific about qualifications when placing the job order.
- you may also want to mention to employers that if you can't satisfy their needs locally, a Canada Employment Centre can be contacted to see if a qualified student could be brought in from another area.
- if you are asked a question you can't answer, be truthful. State you'll find out and get back to them - and then be sure you do it.

- employers often have questions about the minimum wage rate for students, so carry copies of the pamphlet "Employment Standards" that you can leave with them.
- another common question is, "Are there any government programs that reimburse employers who hire students?" (Note: centre managers will be given specific instruction on how to respond to this question at their May training sessions.)
- give the employer a business card and information pamphlet. Thank the employer for his/her time.
- if you don't get a job order, don't be discouraged. The employer may need time to think about the information, and find out from staff where a student could be used. Fill out an Employer Visit report (see next two pages), including the employer's name, the kind of business, address and a record of the events that happened on your visit. Also, record any comments made by the employer concerning Hire-A-Student. If the employer has mentioned that he/she may require help later in the summer, be sure to note a 'call back' date on your calendar.

3. Expecting the Unexpected

If you are properly prepared and have a confident, positive and professional attitude, your visit will go well. However, on occasion, you may encounter one of the following situations and should be prepared to handle it.

- if the employer has had a bad experience with a Hire-A-Student referral, agree that there are some students who, like non-students, find it difficult to hold a job. Remind the employer that Hire-A-Student will make referrals, but the employer decides whom to hire. (Note: don't be surprised if this is new information to the employer. In past years, some employers thought they had to hire the first student sent to see them). State that the employer has no obligation

Report of Employer Visit Form (front)



Employment and Immigration Canada Emploi et Immigration Canada

EMPLOYER'S RECORD - FICHE DE L'EMPLOYEUR

Name of Employer - Nom de l'employeur AXL MANAGEMENT GROUP	S.I.C. Code C.T.I. Private	No. of Employees - Nombre d'employés 20+
Address - Adresse 1 Seneca Road	Postal Code Postal 	Tel. No. - N° de tél. 456-5616
Nature of Business - Type d'entreprise Real Estate and Corporate Holdings		

Senior Officers - Name and Position / Cadres supérieurs - noms et postes
Sylvia Smith, Executive Secretary is our contact.
Mr. Jackson - President

HIRING DECISIONS MADE BY - L'ENGAGEMENT EST DU RESSORT DE

NOM - NOM	POSITION - TITRE	OCCUPATIONAL GROUPS - GROUPES DE PROFESSIONS
Ms. Smith	Exec. Sec.	All student staff

SELECTION BASIS OF EMPLOYEES (Tests, Medical Examination, Reference Interviews, etc.)
 MOYENS DE SÉLECTION DES EMPLOYÉS (Tests, examen médical, références, entrevues, etc.)

Strictly on qualifications - words per minute tested.

WORKING CONDITIONS SALARIES AND WAGES (Including Hours of Work, Overtime, Physical Environment, etc.)
 CONDITIONS DE TRAVAIL SALAIRES ET TRAITEMENTS (y compris heures de travail, surtemps, conditions matérielles, etc.)

Working conditions are excellent - \$5.66/hour to start, with raise after one month.

Report of Employer Visit Form (back)

FRINGE BENEFITS (Vacation Paid, Holidays, Hospital and Medical benefits insurance, Retirement Plan, etc.)
 AVANTAGES SOCIAUX (Vacances, congés payés, assurance-hospitalisation et assurance-maladie, régime de retraite, etc.)

Possibility of returning to more senior position in the next summer.

Union Name and Local Nom du syndicat et section locale	Union Contact - Représentant syndical	Position - Titre
g		
Address - Adresse	Telephone No. N° de téléphone	Contract Expires La convention expire le

OTHER IMPORTANT COLLECTIVE AGREEMENT PROVISIONS - AUTRES DISPOSITIONS IMPORTANTES PRÉVUES PAR LA CONVENTION COLLECTIVE

GENERAL REMARKS (Work Force Composition, Turnover, Seasonal Fluctuations, Significant Expansion, Technological Changes, Training in Industry, etc.)
 OBSERVATIONS GÉNÉRALES (Composition des effectifs, roulement, variations saisonnières, expansion importante, changements technologiques, formation dans l'industrie, etc.)

ER visit May 21, 1984

Company established since 1965

employs 20+ employees

business hours are 8:30 am - 5:00 pm

Real Estate business

job order called in May 31

1 student placed June 6

to hire the students referred if they can not fill the job requirements. Suggest that more precise job orders lessen the chances for referral of unsuitable candidates. Conclude by stressing that Hire-A-Student wants employers to be satisfied with the service and ask for suggestions on how you might improve operations.

- if an employer becomes abusive, politely excuse yourself and suggest that perhaps another time would be more opportune to discuss student employment. Do not engage in an argument with an employer. We do not want to win arguments and lose jobs for students. Let your committee chairperson know what happened.
- if you encounter the friendly, talkative employer, it is best to present as much material as possible in a reasonable time and then politely leave.
- if you receive an 'on-the-spot' employer order, fill out the job order form and inform the employer of what he/she can expect to happen. If you think the job order will be difficult to fill (high qualifications or low wage rate), tell the employer and tactfully explain why. Suggest that the employer also look on his/her own. Always be open and honest. This prevents misunderstandings.
- if you run into an employer who doesn't keep an appointment, remember that employers sometimes have to deal with emergency situations and honestly forget about prior commitments with Hire-A-Student. Make another appointment. If the employer is still not available, send him/her a letter that details Hire-A-Student services.
- if the employer is obviously very busy when you call, suggest that you will return at a better time, and leave a pamphlet.

B. Service Club Presentations

1. How and When to Make Contact

Every town or city has several groups organized by community minded citizens (e.g. Chamber of Commerce, Board of Trade, Lions, Rotary, Kinettes, etc.). A list of the groups and their senior officers' phone numbers is likely available through the Town Office.

When asked, these groups generally provide positive support to Hire-A-Student. However, because they may disband for the summer, it is essential to contact them in early May.

Phone the senior officers to find out when the regular meetings are held. Follow this up with a formal written request to speak to the group and state the date or dates you will be available. It's a good idea to attach a draft outline showing the approximate length of your presentation.

2. Service Club Presentation Outline

Prepare the presentation, including the same general information provided on employer visits, but also stressing how Hire-A-Student provides a service to students and the community.

Use the following check list to ensure you have covered:

- introduction - introduce yourself, and include some personal data about yourself such as schools attended, number of years in the community, etc.
- outline the purpose of your presentation (i.e. to ask for monetary or other donated support, etc.).
- Hire-A-Student - tell the audience what the program is all about (i.e. a non-profit organization that helps match employers looking for summer staff with students looking for work. Hire-A-Student pre-screens students to match the qualifications requested by the employer and offers the employer a choice of students to hire). You may want to include some history about your community's Hire-A-Student

- centre, such as the number of years it has been in the community, how many students were placed last year, etc.
- who is involved - e.g. the Chamber of Commerce, community groups, and federal and provincial governments. The committee chairperson is _____. Members are _____.
 - how the community can use Hire-A-Student - e.g. it's a free referral service, can provide students for any kind of available job.
 - conclusion - restate the purpose of your presentation, mention again where the Hire-A-Student centre is located, the operational hours and telephone number, and thank your audience.

3. Public Speaking Tips

Basically, successful public speaking requires honesty (I've got a true story to tell), brevity (who wants to listen to me all day) and respect (these people are giving up their time because they think I have something to say).

The suggestions listed below will help you prepare for a speaking engagement.

- over a period of several days, jot down ideas concerning your topic and arrange them in sequence.
- write out the speech in short, crisp conversational sentences. Do not use technical jargon.
- read it aloud several times and condense it into brief headings on cards.
- rehearse several times, using the cards only as a guide. Never try to memorize a talk except for the opening and concluding remarks.
- intersperse your talk with illustrations or personal experience.

- explore the possibility of using visual aids such as posters or slides.
- stick to the subject and to the time allotted.
- maintain as much eye contact with your audience as possible.
- speak slowly and clearly so that everyone can hear you.
- be 'over-prepared'. It often pays to have with you all sorts of facts and figures which will help you answer unexpected questions.
- close your presentation by briefly highlighting the main points.
- distribute pamphlets, your business card or other appropriate literature that will help people remember you.
- make copies of your speech available if media representatives are expected to be present.
- always give the chairman brief biographical information on yourself.
- most important - remember to smile.

4. Sample Service Club Presentation

(Note: 1984 staff recommended inclusion of more sample speeches in the Handbook. However, as previously stated, this publication is intended to help you get started on the job, not to do it for you. Prepare your draft and show it to your committee. They know your community and can help you make changes that will maximize your impact on a specific audience.)

Ladies and Gentlemen:

Good evening, I am Kelly Doe, the centre manager for the 1985 Hire-A-Student centre in Anytown. I would like to take a few minutes tonight to outline the services Hire-A-Student provides Anytown and to ask that you keep this service in mind when you're considering hiring summer staff.

Firstly, I would like to tell you a bit about myself. I have lived here all my life and graduated from Anytown High School in

1984. I have just finished my first year in Psychology at the University of Lethbridge and plan to work in the social services field when I graduate. I was hired by the Anytown Hire-A-Student Committee just three weeks ago and since then I have attended a centre manager training session and opened the centre on May 6. For the last two weeks, I have been visiting employers in our community and informing them of the services they can expect from Hire-A-Student this year. The response from employers has been enthusiastic and I hope yours will be too.

Hire-A-Student is a community service designed to match employers looking for summer staff and students looking for work. To access our services, just telephone me at 555-1111 or drop into my office located in the Town Office on Main Street.

First, I will ask you to outline the duties of the job so I can post them for students to read. Then, if you tell me the specific qualifications you require, I can pre-screen the students to ensure that my referrals meet your specifications. Finally, you select the most suitable candidate from the number of students you asked me to send for interviews.

A good reason to use the Hire-A-Student Service is the time and money you will save. You avoid having to pay for newspaper advertisements, "help wanted" signs or other media expenses. You will also save time by not having to talk to unqualified candidates. Best of all, Hire-A-Student is a free service. There is no charge to either students or employers.

The students who are registered at Hire-A-Student vary greatly in age, education, and experience. They range from university or college students with special experience to secondary students with limited work experience but lots of enthusiasm. We have students in Anytown that can program computers, count inventory, run a cash register, balance your books, cut your lawn or pick rocks. Students can fill in for vacationing staff or work around your home and do all those jobs you've been avoiding. In short, students are willing to work for a day, a month, or a summer at

almost any job.

The Hire-A-Student program has been active in Anytown for the last five years. A volunteer committee including Sam Jones who is a member of the Chamber of Commerce, Jane Smith, a teacher at the high school, Jim Brown, the editor of the Anytown Journal and our chairperson Sandy Grant, organize and supervise our Hire-A-Student program. Having the support of these concerned individuals enables the program to be successful. Last year, Hire-A-Student filled 112 short term and 96 full-time jobs in Anytown. This year, with your help, we plan to do even better.

In summation, Hire-A-Student is an established student summer employment referral service in this community. The centre is located at the Town Office on Main Street and is open from nine to five, Monday to Friday. Getting help for the next job you have available is only a phone call away. Call me at 555-1111 and let's help students help you.

I'm looking forward to talking with everyone after the meeting tonight, and answering any questions you have. Thank you for allowing me this opportunity to speak on behalf of Hire-A-Student.

***Service To
Students***

IV. SERVICE TO STUDENTS

Your job is to provide students who come to your office with the job search information and materials that have been passed on to you. Information sharing is an important aspect of your job. Remember this when you are interviewing students.

A. Student Registration

Very simply, this means having the student fill in the Hire-A-Student registration card provided by the Canada Employment and Immigration Commission. The card is easy to use (refer to page 161) and when properly completed, gives you most of the information required for good referrals.

Registrations are best done on an individual basis and followed immediately by an interview. When there is no time to do this, have the registration card completed and arrange to interview the student at a later date.

Some Hire-A-Student centres set up booths in schools or take registrations in classrooms to provide service to students bussed in from outlying areas. These centres have found it wise to contact students registered this way after June 15 to ensure that they are still looking for work. They recommend that you don't count these registrations until after this second contact, because a number of students will have changed their plans in the interim.

B. Interviewing Students

Interviewing students (referred to as clients) is an important part of the centre manager's responsibilities. The purpose of an interview is to learn about the client's personality, likes and dislikes as they relate to employment, skills and work experience so that an accurate referral can be made to an employer. It is equally important to understand what both the client and the employer want so you can make a good 'match'. A satisfied customer, whether student or employer,

generally results in good word-of-mouth public relations for your centre.

Following is a six step interview procedure. To ensure that you cover all areas, use the registration card as a guide. Be sure to interview each student individually; if they come in groups, set up a waiting area, and talk to each separately. If parents come along, politely but firmly insist that you speak to the child alone.

1. Establishing Rapport

- greet the client, introduce yourself and welcome him/her to your office. Spend a few minutes chatting with the client to help put him/her at ease so that the interview does not turn into a 'rigid examination'.
- plan to ask open-ended questions which allow for elaboration and description rather than closed questions requiring 'yes' or 'no' answers. Open-ended questions usually start with how, what, could, can, who, etc. (E.g. "What is it like working as a playground supervisor?")
- closed questions stop communication by requiring specific pieces of information. (E.g. "Did you like working as a playground supervisor?")
- if you always begin your questions with the word 'why', you will come across as judgemental. By asking open questions, being an attentive listener and maintaining eye contact, you will help the student develop confidence in his/her qualifications and communication skills.

2. Contracting

- this means establishing the objectives of the interview and clarifying expectations.
- what you want out of the interview is a precise understanding of the student's employability. You need to find out what the client can and is willing to do. For instance, if someone puts down 'outdoor work' under 'types of summer jobs

preferred', does that mean he/she is willing to do odd job lawn mowing? Is he/she looking for full or part time work? What wage is acceptable? Clarify the client's goal/purpose of the interview, and determine the factors influencing the achievement of that goal. (i.e. Is a nine dollar per hour wage realistic in terms of the student's qualifications and the local job market?)

- students' needs vary. Some come into the centre to learn about job search skills or other employment related activity (i.e. volunteer work, setting up a student business, etc.). However, most students usually want to know what kind of work is available and suitable, and how to get it.
- make sure that in your concern to get correct information from the student you don't leave them unclear about:
 - . the reason for registering (i.e. some may think that registering with your office automatically guarantees a job),
 - . the referral process (i.e. student qualifications must closely match those required by the employer before a referral can take place, the employer makes the final hiring decision, etc.), and
 - . what will happen if the student can not be referred (i.e. you will keep them on the active file, they should frequently drop into the office, etc.).

3. Data Collection

- now that both you and the client know what to expect from each other, begin collecting information about the client.
- skim the registration card. If it isn't complete, ask the client to fill it in and take this opportunity to inform him/her that employers make assessments on what they see on application forms. Emphasize the importance of completing applications neatly and accurately.
- if there is no social insurance number, suggest that the

client apply for one at the nearest Canada Employment Centre, or that your Hire-A-Student office can provide an application kit.

- if a client looks extremely young, ask if he/she is eligible to work under Employment Standards legislation. As many people are unaware of the law, you could comment on the employment legislation applicable to persons under 18 years of age.
- use the client's grade and course of study (i.e. academic, vocational, etc.) information to initiate a discussion about school subjects, likes and dislikes, extra-curricular activities, etc. Such information can be important later. It can help you relate job opportunities to applicant skills. For example, a client who likes woodworking might suit a job order for a carpenter's helper.
- discuss the 'special skills' and 'previous work' sections. If the student was unsure of what to include, provide examples and suggest activities that are applicable. For example, work experience does not have to be paid, full-time employment. Has the student done yard work at home, helped out with the family business or done babysitting? Explain that employers may recognize these responsibilities and that the student should be sure to include this kind of information on application forms. Further, be sure the client has realistically assessed his/her skills. For example, most businesses would not accept twenty words per minute as a typing skill.
- now you have the information needed to discuss 'types of summer job preferred'. Try to differentiate between what the client wants, and what he/she will take. Explain the kinds of job orders you get. Would casual work appeal to the student? If so, put down his/her name, telephone number, transportation, tools, etc. on your casual worker list. Let the under fifteen age group know that they will have

difficulty finding a job because employers prefer hiring the older students. Ask if they would be interested in being on an 'odd job squad'.

- ask clients to be specific about their 'availability for work' and find out their salary and other job expectations.
- if the client is not realistic in his/her job or salary expectations, explain what is usual in your community. (i.e. Tell a client unwilling to accept less than \$9.00/hour how rare these jobs are and what wages someone with their qualifications can expect to make this summer.)
- once you are satisfied that you have all the information you need, proceed to the next step.

4. Decision Making

- at this point you will likely make an assessment of the client's interests, skills and potential. Be sure this assessment is based on the total interview, not on one or two answers you may or may not have agreed with.
- you and the client now have to determine alternatives to goals and prioritize them. For instance, if there are no suitable job vacancies listed at your centre, where can students look on their own, and would they consider odd jobs? Does the student want job search information?
- if your client is interested in a specific job order for which he/she is unqualified, a tactful explanation is required so that the client will not be angered or offended. (e.g. "Referring an unsuitable candidate wastes both the employer and the client's time. The employer would have to interview a person who will not be hired due to a lack of qualifications, and the candidate would waste time that could be better spent on applying for jobs he/she could get. As you can see, it is in your own best interests that I don't refer you to this position.") Be sure the client understands your reasons and take time to answer his/her questions.

5. Plan of Action

- the plan of action describes what should happen next. This step is crucial to clients because they will want to know what they are expected to do.
- if you are able to refer the student on a job order, recheck the order to ensure that employer requirements are met. Give the student a referral slip so he/she knows where to go and whom to ask for. Ask students to let you know the results of interviews, so you can take further action on their behalves if necessary.
- if you can not make a referral, you may want to assist the client in looking for other available openings, or suggest that he/she keeps checking back with you. Speak frankly about job opportunities in your area and suggest that the client look on his/her own as well.
- other action could be an agreement to provide job search information to the client.
- whatever the plan of action is, be sure the client understands what to do. Check on client understanding by asking questions.

6. Follow-Up

- immediately after the interview, record the plan of action agreed on by you and the client and jot down facts that distinguished him/her. Make sure you record only factual observations as opposed to value judgements. (e.g. "Terry refused 3 job referrals" is okay. "Terry isn't very interested in working" is not.)
- unfortunately, some students registered with Hire-A-Student show little interest in actually working. If you find students who consistently refuse to accept referrals without good reason, ask them to come into the office to clarify their situations with you. If the client does not show up, it is reasonable to assume that he/she no longer wishes to be

actively registered with your centre. (Note: this situation occurs most frequently with casual labour lists, where reliable, willing workers available at short notice are a must.)

C. Providing Job Search Information To Students

1. Classroom Presentations

As mentioned earlier, Hire-A-Student offers two services to Alberta communities. The first is the local summer student placement service provided by you. The second activity, job search information presentations for schools and community groups, operates on a regional basis.

These presentations are different from the in-school promotions (see Section D) designed to advertise your placement service. Job search is designed to give students information on how to effectively look for summer, part-time and permanent employment. Topics covered in the 60 to 80 minute presentations include before you begin (completing a personal inventory), ways to look for a job, preparation of personal fact sheets, application forms, resumes and covering letters, how to handle interviews, and information on employment legislation and employer expectations (i.e. how to keep the job).

The twenty-one job search staff start work in January and receive extensive training by the Hire-A-Student Resource Section and their local committees. By the end of June, they will likely have provided presentations to over 42,000 secondary students.

The job search staff can be a two-fold resource to you. First, if a school asks you to make a classroom job search presentation, all you need to do is contact the job search team leader in your area (see names and telephone numbers on map on the next page) and they will arrange to do this for you. Secondly, in June, the job search staff will train centre managers on how to effectively relay one-to-one job search information to student clients.

1985 JOB SEARCH INFORMATION SERVICE REGIONS

Alberta Hire-A-Student Service Areas

GRANDE PRAIRIE

Team Leader: Bruce McDonald
Provincial Building
1201, 10320 - 99 Street
Grande Prairie, Alberta
T8V 6J4
Phone: 538-5218

EDMONTON REGION

Team Leader: Wes Sawatzky
Hire-A-Student Resource Section
2nd Floor, 10363 - 108 Street
Edmonton, Alberta
T5J 1J8
Phone: 427-0115

RED DEER

Team Leader: Margaret Snyder
Hire-A-Student Centre
4708 - 50 Avenue
Red Deer, Alberta
T4N 4A1
Phone: 347-0741

CALGARY

Team Leader: Sandra Tiller
Sam Livingstone Building
510 - 12 Avenue SW
Calgary, Alberta
T2R 0X5
Phone: 263-2514

LETHBRIDGE

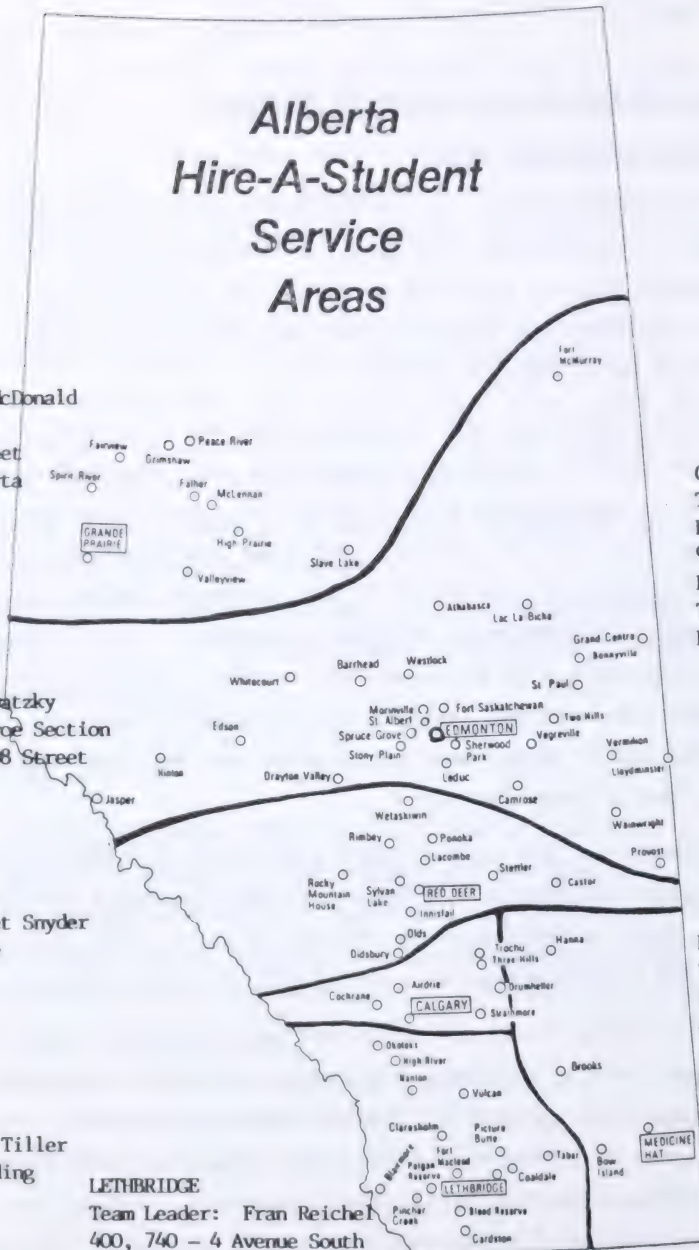
Team Leader: Fran Reichel
400, 740 - 4 Avenue South
Lethbridge, Alberta
T1J 4C7
Phone: 329-5444
After April 1: 329-1455

CITY OF EDMONTON

Team Leader: Donna Cook
Hire-A-Student Office
9943 - 109 Street
Edmonton, Alberta
T5K 1H7
Phone: 420-2072

MEDICINE HAT

Team Leader: Shelley Geran
Hire-A-Student Office
#28 Arcade Mall
419 - 3 Street SE
Medicine Hat, Alberta
T1A 0G9
Phone: 526-2825
After April 1: 527-8563



This year, it is important that the two Hire-A-Student services be coordinated. Thus both centre managers and job search staff are equally responsible for ensuring that there is good communication between them. For example, your job search team will provide a list of regional bookings at your May training session. A centre manager is then responsible for letting the team leader know what presentations you will be able to attend (your area coordinator can help you make the contact). Note that job search staff will give you time during the presentation to briefly explain the where, when, and how's of your local operation. If you can not attend, it is your responsibility to provide the job search team with information specific to your centre's operations to pass on to local students, either verbally or by a handout that you have prepared for them.

As well, centre managers can relay both positive and negative community comment back to the job search team.

Note that job search presentations begin in February and thus staff may have been to your community prior to your starting work. In this case, try to arrange to see a presentation in a nearby community. This will be helpful when you are providing job search information to individuals in your office.

2. One-To-One Job Search Information Sharing

Students often need more than a job referral from Hire-A-Student. They may need help with application form completion, interview techniques, where to look for work, etc. It is your responsibility to assist these students when they visit the Hire-A-Student centre.

The "Mini-Guide To Job Search Information" was developed to show centre managers the kinds of information employers say applicants need to know. Knowing these basics should improve the student's job search skills and thus make him/her a better referral from Hire-A-Student. If you have questions on the Mini-Guide prior to

your June job search training, call the Hire-A-Student Resource Section at 427-0115 (collect).

You also can consider having a job search staff member make a group presentation at your Hire-A-Student centre, providing a sufficient number of students express an interest in this. The centre manager is responsible for organizing this and for encouraging committee members to attend.

D. In-school Promotions

In-school promotions are intended to promote student use of the Hire-A-Student centre. You do an in-school promotion when you provide information that deals exclusively with the Hire-A-Student office (ie. location, hours of operation, telephone numbers, etc.) Note that you must have permission from school authorities (ie. the principal) before you do your promotion.

However, remember that prior to contacting the school, it is a good idea to contact your regional job search information team to find out if they have, or expect to be in that school this year. Then, if the school should happen to respond, "Hire-A-Student (ie. the job search information team) has already been in the school so we do not see the need for you to come as well", you can explain that the information you wish to provide is strictly on how your local Hire-A-Student centre operates. Clarify that this specific information would not have been covered during the job search information presentation because your centre was not open when it was done.

As well as speaking to classes during school hours, other types of in-school promotions include:

- setting up information booths with brochures in hallways,
- speaking to students at an assembly,
- organizing discussion panels with representatives from schools, businesses, etc., and
- assembling a kit for distribution through the guidance office (include minimum wage rates, sample resumes, pamphlets, etc.).

As well, make full use of the school facilities to advertise Hire-A-Student services. For example you can:

- place posters or bulletins in central areas and school buses,
- enlist the support of the student council; have them endorse Hire-A-Student at meetings or over the public address system,
- write a column in the school newspaper,
- make announcements over the public address system,
- display publications in the library or foyer, and
- arrange to take registrations at the schools from students living in rural areas who do not have easy access to the Hire-A-Student centre, or leave a supply of the forms for students to complete and mail to your office.

E. Job Creation For Students

Most offices have a large number of enthusiastic 12 to 15 year old students who have limited job opportunities. Centre managers can help these students (and older ones) gain some needed experience and earn 'pocket money' by arranging job creation projects for July and August.

Both businesses and homeowners are potential employers of the odd job squad. There are always little jobs which never seem to get done or which require assistance in order to be completed. For this reason, the opportunities available to you in providing odd jobs are limitless. Further, an odd job squad that provides a service to the community (i.e. town clean-up after a fair) usually generates good public relations for both student workers and the Hire-A-Student centre.

When students register with your centre, ask if they would be interested in being on an 'odd job squad'. Keep a list of willing odd job workers handy and call upon them if you decide to organize a project. You must have student support and enthusiasm first. An 'Odd Job Day' isn't any good if only two students show up to work.

A Hire-A-Student centre manager should only be involved in the preliminary planning and organizing of job creation projects. Your

role is that of initiator. Once you've got the ball rolling, you act as a resource person so that the other students can gain experience in setting up projects. To do this you will need to:

- get all interested students together and ask them to consider what activities would be appropriate for the town. Ensure that their service does not duplicate or conflict with those already provided. (Remember to ask your committee members for their suggestions and assistance.)
- have the job creation group select one person to be responsible for direct supervision and coordination.
- have the selected supervisor and the students prepare and prioritize a list of all necessary details. Go over the plans, preferably with the Hire-A-Student committee, and provide suggestions and constructive criticism to them. Consideration should be given to the age group of the students, the number who will show up, weather, money involved (i.e. fee vs hourly rate), who will provide supplies, how to reach the employers, and most important, who will be available to provide adequate and knowledgeable supervision for those doing the job.
- have the supervisor ensure that each student is committed to doing a good job, understands what his/her task is, and is given the amount of responsibility he/she will be able to handle.
- suggest methods the students can use to promote the activity. Encourage them to utilize all media such as newspapers, radio public service announcements, posters, and word of mouth. Freebies are particularly important due to the limited advertising budget. Organize routes and get student assistance in distributing posters, flyers and tear sheets. Ensure that they have allowed time to publicize the event well before it happens. Also, be sure to tell them to include the day, event, location and time of the activity on all promotions.
- keep a record of all students involved.

The following hints on odd jobs are from Red Deer's July 1984 regional newsletter:

- "plan odd job activities as often as possible. Optimally there

will be several activities over the summer. This will provide many students with an opportunity to work and/or many different opportunities for the students who do work. Some activities will be most successful if held on a weekly basis. (i.e. Mother's Time Out; mothers would be most likely to use the service if they can plan on it being every Wednesday at the same location.) Others will be geared for a specific community event such as a fair clean up."

- "the dollars that these students earn will vary with the job. The positions are similar to commission jobs in that we can offer no guarantees. In most cases the students split what money is made evenly."
- "Hire-A-Student itself is not an employer so the positions filled through odd job creation cannot count as placements. If a business or homeowner phones in and wishes to hire young students for an odd job, then a placement can be counted."
- "attitudes regarding work will be formed by those participating in odd jobs. To reinforce positive attitudes, establish strict rules for odd jobs. Act as their employer and enforce that the students must arrive to work on time, come prepared to work hard and complete the job. You could offer to write a letter of recommendation for those students who really work hard. The letter of recommendation must be earned or it will not mean anything to employers. It should not be given to every student who works on odd jobs regardless of their efforts." (Editor's note: check with your committee before doing this.)
- "more students show up for the organizational meetings, and therefore for the actual event, if they are called about one day before."
- "I think we'd all agree that while odd jobs are valuable to students who do them, good odd jobbers are a precious commodity at Hire-A-Student. Let's treat them with the respect they deserve and keep them working during the summer - and supplied with a map and good directions!"

Following are some job creation projects that have been successful in the past:

- garbage-a-thon or town clean-up (especially after a fair or stampede),
- bike repair shop,
- secretarial or typing service,
- golf caddy,
- courier service (delivering flyers, etc.),
- telephone wake-up service,
- Operation Vacation (house sit, cut grass, hoe gardens, tend pets and plants),
- picking rocks,
- window washing,
- garage sales,
- selling baked goods, lemonade, popcorn, pop and/or fruit (especially at sporting events),
- approaching groups to sell tickets for upcoming events,
- working for senior citizens (washing windows and walls, running errands or just keeping them company),
- mini-maid service,
- car washes,
- sidewalk or main street sweeps, and
- bottle drives.

Some centre managers encourage the individual student to do his/her own job creation project (i.e. blitz householders for odd jobs). To help them, the Hire-A-Student centre supplies a flyer listing the odd jobs, leaving space on the flyer where the student can fill in his/her name and home phone number.

F. Student Businesses

Hire-A-Student centres can operate student business registries during the summer months. These businesses are run by students who have gained specialized skills through instruction at school or through

previous experience. The students learn to deal with the whole spectrum of a business operation. The experience not only increases self-reliance and independence, but can also be quite profitable.

The community can also benefit from student businesses. While seasonal businesses are often booked far in advance for work, student businesses can provide immediate service. Many of the businesses have done the same work in previous summers and have acquired a high degree of skill. They can provide a good quality of work at a competitive price.

Hire-A-Student centres in Edmonton and Calgary organize early spring seminars for students who are interested in running their own businesses. Information on such things as the initial capital required to get started, licensing requirements, insurance, contractual obligations, income tax, etc. is provided. During the summer, these Hire-A-Student centres advertise on behalf of student businesses and refer them to contracts on which they can bid, or arrange for an employer to directly contact a student business.

If you feel that student businesses might work in your area, ask your resource personnel about them. Some successful businesses include landscaping, painting, carpentry, swimming pool cleaning, art work, interior decorating, window cleaning and housekeeping.

In many cases, odd job squads have been so successful that they have become an informal type of student business. Window washing and lawn cutting crews can create such a demand that the student workers may be booked up for many days. In these cases, the service is routed through Hire-A-Student, with employers calling in orders and the student team specializing in that particular kind of work sent out to do the job.

Advertising And Promotions

V. ADVERTISING AND PROMOTIONS

With the Hire-A-Student program operational for only four months of each year, the public must be made aware of and continually reminded of its existence so they will use the service. Thus, much of your time as centre manager will be spent on advertising and promotions.

The purpose of this chapter is to provide you with a foundation on which to build an advertising campaign. A number of common promotional activities used by Hire-A-Student centre managers are outlined, but this is not a comprehensive list. Read this chapter carefully, examine the samples, then put your own creativity to work to develop new ideas.

If your ideas work well, tell us about them. Submit your more successful ones to your area coordinator for inclusion in the monthly newsletter, so everyone can benefit from your creativity.

Just a few tips to keep in mind before starting your advertising campaign. You can improve your service and your promotions by simply doing a good job. This means making the best referrals you can to employers, dressing neatly and keeping a smile on your face. Your positive attitude and manner with employers and other community members will go a long way in increasing both your personal credibility and by example, that of the students you represent.

A. Planning A Promotional Campaign

Planning a promotional campaign takes time and requires completion of the following steps before you can implement specific activities.

1. Determining Objectives

First of all, you must outline what you want your advertising and promotions to achieve with both your student and employer target groups and from this, determine the timing of activities that will best facilitate achievement of each objective. When drafting this general outline, consider the following:

- . many service clubs recess the end of May.
- . in-school promotions must be done before mid-June.

- . student registrations and poster contest entries are more easily arranged while students are still in school.
- . employer relations visits should be done as early as possible.

2. Brainstorming

The purpose of brainstorming is to generate as many promotional ideas as possible. No idea is too silly or outrageous for this step because sometimes the wildest ones are the seeds for effective promotions.

People you can brainstorm with are your committee, area coordinator, newspaper editor, teachers, friends, parents, anyone! List all the ideas that evolve under the related headings on your general outline.

Using the following five "W's" to help make your choices, select the ideas you consider most feasible and develop a more detailed outline as per the example given.

- who do you want to reach?
- why do you want to reach them?
- when would be the most effective time?
- what are you going to use to get your information across?
- where and how are you going to get this information to them?

a) Student promotions

When	What	Where and How	Why
May-June	posters	place HAS posters on school bulletin boards	inform re: office opening and closing, daily hours, location
		school poster competition	explain purpose of HAS
	announcements	use school intercom	inform where HAS is, daily hours
	in-school promotions	arrange time with school personnel	inform how to use HAS

	handouts	place in student report cards	encourage use of HAS
May-Aug	editorials news articles	school paper, local paper	inform re: office opening and closing, daily hours, location
	radio or TV announcements	radio and TV stations	inform re: kinds of jobs available, encourage use of HAS
	posters, radio or TV announcements, newspaper articles		inform re: Odd Job Squad, hard to fill job orders

b) Employer promotions

When	What	Where and How	Why
May	news articles	see media personnel	announce openings, location, daily hours
	service club presentations	arrange time with club officials	explain purpose of HAS and its value to the community
May-Aug	news article	see local media personnel	inform re: students available
	posters advertisements	in stores, public notice boards, post office	remind re: office location, phone number, hours
	special events	float in parade, town clean-up	encourage use of HAS
	visits	arrange with employer	encourage use of HAS

posters, flyers
news articles
radio or TV
announcements

promote odd
job squad

3. Researching

Gather information on the arrangements necessary to carry out your promotional ideas (i.e. the what and where). For example, to put an ad in the paper, you must find out when the publishing deadline is, how the ad cost is determined, what kind of layouts the paper can do, and who to talk to at the news office. Get advice from people experienced in advertising and promotions. Their ideas can save you time and make your campaign more effective.

Further, find out the dates of special community events so you can plan to attend (i.e. be visible in the community).

4. Selecting the Best Ideas

Now look again at the ideas you have developed and determine exactly which ones are possible for you to do. Take into consideration:

- the time required to complete the promotion.
- if one advertisement can be used to reach both target groups.
- promotional costs and your Hire-A-Student budget. Promotions and advertisements vital to the success of your program operations can be expensive. First, find out how much money has been allocated in your budget to meet these costs. Don't be discouraged if your budget is limited. Most Hire-A-Student centres generate monies from within their community to pay advertising costs, with the centre manager approaching clubs, businesses or other community groups for support. Support could be monetary or by ad tagging (see page 125). Don't be afraid to make these contacts. Remember that there are people who would like to help the program but do not need summer staff.

Providing promotional support is as valuable as hiring a student. Student staff should check with their committees about

the best method of generating this support from within their communities.

- local media available (e.g. radio, T.V. stations, newspaper)
- other 'no-cost' resources. Is it possible to find freebies? (i.e. The school or town may provide some paper supplies and copying equipment).
- dates for special local events (i.e. you might tie in a promotional project with a local fair or exhibition).
- planning extensive campaigns to announce both the centre opening and its closing.
- that the Advisory Council recommends that all ads should include the Hire-A-Student logo with appropriate same size credit lines as in the following example:



HIRE-A-STUDENT

Sponsored by:
Local Community Groups
Alberta Chamber of Commerce
Canada Employment and
Immigration Commission
Alberta Manpower

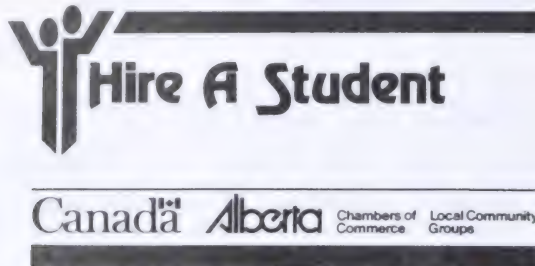
However, as advertising space is expensive, many committees use the following variation for local advertisements:



YOURTOWN HIRE-A-STUDENT

ADDRESS
PHONE NUMBER

The following is recommended for any advertisements that are paid partially or in total with federal funds.



Again, find out your committee's preference with respect to logos on advertising.

5. Drafting an Advertising and Promotions Work Plan

- jot down on a calendar the details of the promotions you plan to do each week. As well, note the dates of national or province-wide promotions so that you can coordinate activities in your community.
- identify exactly when you will make community contacts (i.e. with service clubs, newspaper editor, etc.)
- show your final plan to your committee for their input and approval.
- transfer necessary information to your summer work plan.

B. Implementing The Plan

You now know what you are going to do. The following will help you with the 'how'.

1. Personal Appearances

- plan what you are going to say. Have basic information at your fingertips. Anticipate the questions you may be asked. Take any hand-out materials (i.e. business cards, pamphlets,

- etc.) that give your office location and phone number.
- ensure that your audience knows exactly what you want from them. For example, are you visiting an employer to inform him/her of your service, or is your purpose to ask him to sponsor a newspaper ad?
 - if you are providing information on the program, be professional in your approach. Stress the advantages of using Hire-A-Student. Indicate the benefits of the program to the community.
 - at the close of your visit or presentation, clarify arrangements, responsibilities and commitments. For example, you have asked the students' union for financial support. Find out if further information will be required, and when the decision will be made.
 - you won your job because you presented yourself positively to the hiring board. Approach your presentations in the same manner as you did your interview. Your community is interested in you and what you have to say.

2. Promotional Materials and Projects

- these should catch the attention of your audience. Include all necessary information such as office location, phone number and hours of operation, and clearly explain the purpose of Hire-A-Student.
- you must arrange for printing, billing, and distribution of materials, and dates for service club presentations and school visits.
- be sure to clear your projects (i.e. town clean-ups, car washes, etc.) with town officials, etc.
- replace posters often so people do not become so accustomed to seeing them that they stop looking.
- wind up your campaign by preparing thank-you letters and media announcements. Include a brief report on local Hire-A-Student statistics and activities and invite your community to

participate next year. This will help Hire-A-Student get off to a strong start the following year.

C. Evaluating The Campaign

As Hire-A-Student staff you are allowed to make mistakes, because the way you make them is by trying to do a good job! It's important that you assess the campaign and note for next year's staff what worked, what didn't and why.

There are various ways to determine what the community thinks of Hire-A-Student. Discuss the program with employers, students and your committee, and survey other community members by telephone or mail-in questionnaires. Carefully word your questions so that you avoid 'yes' and 'no' answers. For example, ask how they heard about Hire-A-Student. Their answers will help determine what advertising and/or promotions were most effective.

Your evaluation should also include comment on posters, pamphlets, etc. provided by the federal and provincial governments so that materials used province-wide can be revised (or discarded) if they are not having maximum effect.

D. Special Tips

1. Posters, Flyers, Business Cards, Handouts, Dies

- purchase a rubber stamp that has your name, office address and telephone number on it. Make sure it fits the business card and the tear-off on the pamphlet directed to employers.
- in May contact your local schools for donations of bright paper and poster-making materials.
- run a poster contest in elementary schools - you can use the posters all summer. Ask the teachers to help you. They might make this a class project.
- put posters up in stores, gas stations, community halls, churches, theatres and post offices.
- print up a number of relatively small posters which an

employer could place on his desk or window saying such things as:

I Hired A Student
Why Don't You?

or

I Hired A Student And
I'm Glad I Did.

- have flyers or leaflets printed or make them up and approach various outlets about including them in their shopping bags. Examples of slogans are:

Yourtown Foods Hires Students; How About You?

or

You'd Be Surprised What A Student Can Do For Your Organization!

- flyers with information about hiring students can be put in householders' mail boxes or delivered through a general mail drop. Each centre must contact the local post office for a householders' permit before taking advantage of a general mail drop. Or, ask your fellow students to help you with hand delivery of the flyers.
- advertising cooperation between two or more towns can be an effective way of stretching your budget and reaching those people who shop in neighboring towns. Get together with the centre managers in nearby towns and list both of your names and phone numbers on posters and flyers.
- ask restaurants if you can set tent cards on tables or leave business cards near their cash registers.
- a die is the message that appears on a letter when it is put through a posting meter. Usually the message is supporting a nonprofit organization. Ask the local post office or any other establishment with a posting meter (ie. the Town Office) if you can have a Hire-A-Student slogan printed and used as a cancellation die.

2. Newspaper Ads and Articles

- ad tagging, as seen in the examples on page 125, involves obtaining consent to place the Hire-A-Student slogan on the bottom of a regular business advertisement, or to include a

promo within the body of the ad, such as:

This Employer Hires Students. Why Don't You?

or

Have A Young Summer - Hire-A-Student

or

Lessen Your Work and Lessen Your Worry
Hire-A-Student This Summer

- one picture is worth a thousand words! Photographs submitted to newspapers should be black and white with a glossy finish and no smaller than 4" x 5". Always accompany the photo with a descriptive and interesting caption, including the names of people in it and the address of the Hire-A-Student office.
- the use of cartoon characters is a good way to catch the reader's eye. However, be aware that most popular cartoons have a copyright and should not be duplicated exactly. You could change some feature or, better yet, make up your own.
- if you provide news you'll get coverage. Let people know what you are doing. If you have the support of the editor, consider writing a weekly newspaper article. In past years centre managers have found that people stop them in the street to comment on the articles.
- written articles or news releases submitted to your local paper are excellent ways to promote specific events. When writing a news release consider the following:
 - . know the press deadlines.
 - . be able to recognize the difference between news items and advertising copy.
 - . remember the reader. When mentioning dates think in terms of when the articles will be read.
 - . use short paragraphs. Write the most important information first.
 - . aim for immediateness. Use 'is' instead of 'was'.
 - . avoid redundancy. For example, "Thursday morning August 5th" should read in weeklies as "last Thursday morning".
 - . stress the 'free' service. Free is a 'zing' word.

- . put in a bit of emergency. Get people excited and moving. For example, "students should register as soon as possible" or "business firms should put in their orders without delay".
- . be positive. Don't 'hope' or 'anticipate'.
- . when using catch phrases, use quotation marks or capitalize (eg. HIRE-A-STUDENT).
- . don't lump people's names together in one sentence; spread them throughout the release.
- . ensure that figures and phone numbers are correct and that all names are spelled correctly.
- . examples of a bad and a good article follow:

ORIGINAL RELEASE

The Boomerville Hire-A-Student Odd Job Squad was in full swing on Thursday morning, August 5th, as they hit the local business sidewalks in full force with their trusty brooms. A total of 25 Boomerville businesses gave active support to the Side Walk Clean-Up Blitz. The eager beavers raked in a whopping sum of \$4.25 each from their morning venture and would like to thank all the participating employers for their support. There is no doubt that they've got the cleanest walks in town.

THE SAME RELEASE REWRITTEN

The Boomerville Hire-A-Student Odd Job Squad is in full swing. Last Thursday they hit sidewalks in front of local businesses in full force. A total of 25 business firms gave active support to the Side Walk Clean-Up Blitz, enabling the broom brigade to rake in \$44.00 for its morning venture. The participating employers are those with the cleanest sidewalks in town!

- if you plan to do a series of articles during the summer, make them sequential and be sure the Hire-A-Student location, hours of operation and telephone number is included in each one. For example, in May do an article explaining Hire-A-Student to the community and list current committee members. Follow it up with an article introducing Hire-A-Student staff. Then provide student and employer oriented features. August articles could include the closing date of the office, a thank-you to the community for its support and a report on

Hire-A-Student activities for the year.

- throughout the summer, mention any special jobs or special needs the Hire-A-Student office has.
- many more ideas for articles may be found in centre files of past years, and in the samples at the end of this chapter.

3. Radio and Television

a) Radio

Radio stations are community minded and welcome opportunities to participate in worthwhile projects. They have a big appetite for news, especially about local happenings. Keep them informed about Hire-A-Student activities (i.e. the placement of a student in an 'odd-ball' job). Let them know about local labour market conditions, especially when students begin to enter the work force. This is an excellent time to tell radio stations that you have some tips for students seeking work (i.e. how to hunt for a job, write a resume, etc.). Remember that FM broadcasters face heavy demands and will be pleased if you can offer them solid ideas for informational programming.

There are usually several different advertising packages available from local radio stations. The cost of an ad varies according to the desirability of the time spot. See if the station has a 'rotation of spots' package, which plays your ad at different times during the day. This allows the message to reach several different listening audiences, and usually costs less than 'prime time' advertising.

Following are examples of Public Service Announcements you might ask your local radio station to use:

"You've got a job to be done? We've got the workers. Your local Hire-A-Student Centre is ready to find you the help you need - fast. Students can be a real asset - an asset to any

size business - for a day, week, or a summer. Students are energetic and capable workers. Maybe you've been missing out on a good thing. Call the Hire-A-Student centre at 000-1000 to arrange for a fresh approach this summer. Hire-A-Student today. 000-1000."

"Need a job this summer? Don't know where to look? Hire-A-Student can help. It's a program for students. We have interesting positions open in many different fields. So, if you are a student, and want a job for an hour, a day, a week or a summer, come down and register with Hire-A-Student in the Town Office, or call 000-1000 for more information. That's Hire-A-Student, 000-1000."

"Yourtown Hire-A-Student centre is pleased to announce their Grand Opening to be held Wednesday, May 8th. In attendance will be representatives from various levels of government. Ceremonies begin at 2:00 p.m. at the Hire-A-Student centre at 101 - 4th Avenue. Coffee and doughnuts will be served. That's Hire-A-Student's Grand Opening, Wednesday, May 8th, 2:00 p.m. at 101 - 4th Avenue. Everyone is welcome."

b) Television

Television coverage may be obtained in various ways:

- send news releases to your local television station. Your information may interest a reporter to do his/her own news item about your Hire-A-Student centre.
- find out the names of the producers of local 'talk shows' and offer to be a guest. Note that one telephone call to a station is not enough. Each program works independently and it is up to each producer to decide the content of his/her program.
- submit public service announcements on various important Hire-A-Student events. If you give the station some lead-in time, they may film the activity for you.

As well, most cable television operators set aside a channel for local programming and are often willing to help local

groups produce programs free of charge. You can ask the operator whether the station could insert a Hire-A-Student slide during program breaks. A slide suitable for T.V. could include the Hire-A-Student logo, centre phone number, address and hours of operation. Or ask them to run a line across the bottom of the screen that gives the Hire-A-Student centre address, phone number, and hours of operation.

4. Special Promotions

- ask a restaurant to donate a free lunch to an employer who has been helpful and cooperative about hiring students. Arrange to have this employer named 'Employer of the Week'. Have this information aired over television and radio and distributed to the print media.
- sponsor a poster contest. Offer a prize for the elementary and/or secondary student who submits the best poster. Display contest entries and prizes during Hire-A-Student Week at local shopping centres.
- run a profile of a student in the local newspaper during Hire-A-Student Week. The profile could consist of a picture of a student who was placed through your office, accompanied by a few short lines on how the student obtained the job, how valuable the Hire-A-Student service is, etc.
- ask media people, bank personnel and other members of the business community to wear Hire-A-Student buttons during Hire-A-Student Week, or pin a button on the Mayor in front of the newspaper camera.
- prepare a short release directed to employers that outlines the types of students available and their qualifications. The information should be general and give only the students' first names. (e.g. Pat has excellent typing skills and two summers of experience in a business office - contact Yourtown Hire-A-Student office at 000-1000 for a referral.)
- approach community banks and ask them if Hire-A-Student

stickers can be put on the bank statements. This same idea could be used on the Town's utility bills.

- have participants in events such as Walk-A-Thons and Bike-A-Thons wear Hire-A-Student T-shirts.
- clean up the river bank or undertake any other public service activity that will show students helping their communities.
- enter a float in the community parade.
- hold a special night where employers can come down and meet the staff and have refreshments, or have a coffee break for employers.
- if last year's opening ceremonies were successful, they could be repeated. (Note: In 1984, the Two Hills centre manager called students and employers on hour before the opening to remind them of the event. The result - 70 people showed up!)
- have a group of interested and hardworking students organize a car wash. Ensure there are plenty of rags, and that the facilities are all in order (i.e. hoses fitting the pipes, right kind of soap, etc.). Previous student staff recommend that one student be put in charge of car floor mats.
- start a student sports team (eg. baseball) and challenge members of the media or various service groups in the community to a game. This is a great way of obtaining some free publicity.
- organize a tricycle, bathtub or outhouse race.
- put individual householders' names in a barrel. Have a publicized draw. The winner would then receive a Hire-A-Student staff member or student volunteer to do the householder's odd jobs for a day.
- have a car equipped with overhead speakers announce Hire-A-Student Week throughout the streets. Kiwanis and other service clubs could be approached for assistance.
- a banner strung across the main street of your city or town during Hire-A-Student Week could be incorporated into your publicity campaign.

- have a back-up plan for those events which can be affected by bad weather (e.g. car washes, ball games, etc.).
- be sure you have committee support and adequate manpower available to carry out your plans.
- be sure your promotions emphasize student capabilities as workers.

E. Samples

The following pages show examples of advertising and promotions done by Hire-A-Student centres last year. Use the ideas, but add your own as well.

Get your ideas in next year's Handbook by submitting originals of your work (i.e. newspaper ads and articles, speeches, flyers, etc.) to the Alberta Manpower Hire-A-Student Resource Section, 10363 - 108 Street, Edmonton, T5J 1L8.

Instructions for submission of newspaper ads and articles are as follows:

- leave a 1" margin around the original newspaper clipping.
- lightly tape the margins to a blank 8 1/2 X 11 sheet of paper.
- print your community and the newspaper's name and the date of the ad or article beside each clipping.

June 6, 1985 Weekly Tribune Anytown, Alberta	<div>HIRE-A-STUDENT AD</div>
June 12, 1985 Weekly Tribune Anytown, Albert	<div>HIRE-A-STUDENT ARTICLE</div>

1" margin, lightly
taped to 8 1/2 X 11
page

1. Introducing Program and Personnel to the Community



Welcome to the

**GRAND
OPENING**

of Ponoka's

Hire - A - Student Office
Wednesday May 9, 1984
2 P.M. to 5 P.M.

Downstairs - Ponoka Town Hall
Please enter by rear northeast door
(old Recreation Office)

Drop by & meet the Manager,
Kim Tebb & members of the committee

Hours of operation of the H.A.S. Office
May & June **4 pm - 6 pm**

Tuesday thru to Friday

Office Number 783-5453
starting May 1, 1984



Hire A Student

Hire A Student opens

Drumheller Hire-A-Student will be opening its office on Wednesday, May 2nd. Hire-A-Student offers a free pre-screening and referral service to students and employers.

H.A.S., located in the Canada Employment Centre, 196 - 3rd Avenue West, is staffed again this summer by student placement officer, Sharon Smith. Office Hours are 8:30 a.m. - 4:30 p.m.; telephone number is 823-8466.

Sharon would like to thank the community and students for the support they have given H.A.S. in the past, and looks Forward to another busy and successful summer.

Fr. Macleod

HIRE—A—STUDENT

NOW OPEN

HOURS: 8 a.m. - 12 noon MONDAY

1 - 5 p.m. TO FRIDAY

located in Recreation Office

Call Lynn Gore 553-4838

OLDS

Hire A Student

OFFICE

NOW OPEN!

For Talent, Energy,
and Enthusiasm

Hire A Student!

Located in the Showroom of
Duffin Chev-Olds

4802 - 50 Ave., Olds

Phone 556-8494

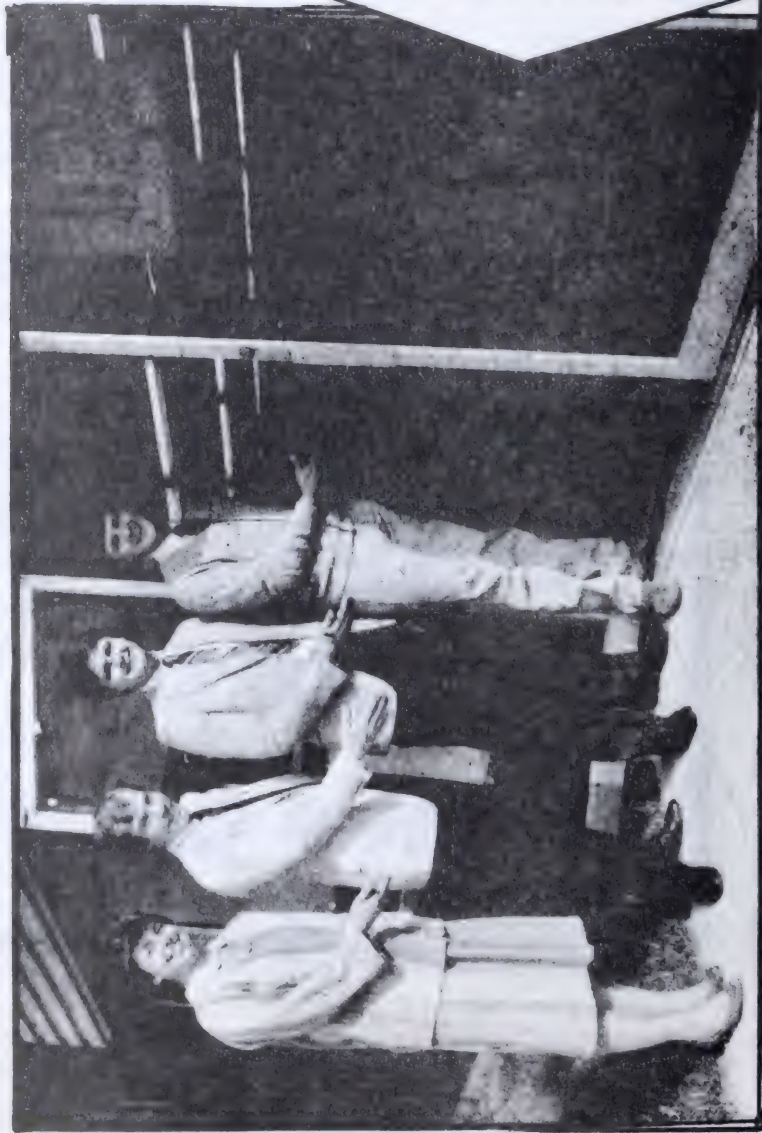
HOURS: Until June 1:

8:30 a.m. - 1:00 p.m. — 2:00 - 3:30 p.m.

June 4 - July 27:

9:00 a.m. - 1:00 p.m. — 2:00 - 4:30 p.m.

19-1tc



Airrie

Welcome students

Left to right, Leslie
Kemp, Brad Oneil,
Alan Tennant and
Chris Turner wel-
come students at
the Hire-A-Student
office behind the
Royal Bank. The em-
ployment centre will
operate during the
summer.



TWO HILLS H.A.S. MANAGER CORENE Elkow, Mayor Melnychuk and HAS area co-ordinator Mitch Zarowny cut the symbolic ribbon July 5th to officially extend Hire-A-Student's office hours from 8 a.m. to 4:30 p.m. for the summer months.



Once again Hire-A-Student has opened its

Hire-A-Student office open

doors to the public. For those who are not familiar with the program, Hire-A-Student (H.A.S.) is a referral service aimed at serving both the students

and employers with their employment needs.

We are asking you, the potential employer, to consider what this program has to offer you. A student can be employed for hours or days or even the entire summer! For employers, we can offer eager, hard working, "hand-picked" students that have the necessary skills. For the students, we can offer a chance to prove their skills and to

Lac La Biche gain experience and money at the same time.

Currently, our office is opened from 4 to 6 p.m. weekdays. We are waiting for you!

Our office is located on the second floor of the town office. Visit us in person or phone 623-2806 and have a young summer!

H.A.S. Co-ordinators
Michelle Wowk and
Lucien Cloutier

Cardston Hire-A-Student
announces

Registration Days
May 30, 31

Students..... register your name

Employers... register a summer job
full time,
part time,
casual, etc.

Contact

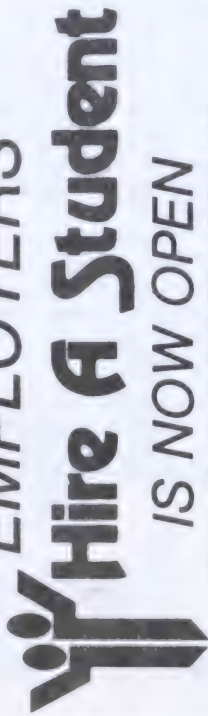
Danene Hartley
Hire-A-Student office mgr.

basement, M.D. bldg, Cardston

PH: 653-4244



EMPLOYERS



Hire A Student

IS NOW OPEN
TO ACCEPT YOUR

JOB ORDERS

PHONE: 420-2070

The office will begin interviewing and referring students on **APRIL 30th**.

HIRE A STUDENT:

- to work for a day, a week, a summer
- to fill in for vacationing staff
- to work around your house
- to do painting, landscaping, and other contracting jobs.

We provide free referrals from a large pool of secondary and post-secondary students: we will pre-screen and refer students according to your needs. Save yourself some time and money. Let us do the work for you.

HIRE A STUDENT

9943 - 109 St.

Edmonton, Alberta

A joint program sponsored by:

Office hours:

8:15 - 4:30

Monday to Friday

H·A·S· opens

Cardston

**Danene Hartley**

summer and therefore require the extra help and hands that students can provide. Students are willing to work full time, part-time or on any casual basis.

So if you have any employment needs whatsoever, whether it be hauling bales, mowing lawns, office work, garden work or whatever, give HAS a call and we would be more than pleased to give you quick, reliable service.

The Hire-A-Student office hours are Mon-Fri., 8:30 a.m.-4:00 p.m. Please feel free to drop in or phone me at 653-4244. Have a great summer and Hire-A-Student.

Office Manager
Danene Hartley

Cardston's 1984 Hire-A-Student office is now open and in full operation for the coming summer months.

As you may know, the Hire-A-Student Program is a community based program of student job search information and placement centres.

The program has two main goals. The first is meeting the staffing needs of employers through the placement of students. The second is offering job search skill instruction to students.

In short, Hire-A-Student is a student run program which provides free referral service to employers who are looking for summer help.

Hire-A-Student (H.A.S.), believes that Alberta's young people are a great resource and helping them help themselves in the area of employment placement is a valuable investment in the future of this province.

Students make up an eager and enthusiastic summer labor force which can offer many benefits to the employer.

Many businesses reach peak periods during the

Dear Editor,

Summer is here with us again and along with it brings eager students looking for employment during the summer months.

Once again, Trochu will be providing the surrounding community with the Hire-A-Student services.

The HAS program is sponsored by local community groups, the town of Trochu, the Chamber of Commerce and the provincial government.

The main objective of HAS is to help students find summer employment by referring them to a specific employer. This helps satisfy the employer and the student.

So, if you are looking for extra help, consider a student for the job. The students are very energetic and are more than willing to work for you. Whether it's an odd job, part time, or full time summer job, I have students to fill the bill.

My office is located in back of the Trochu town office. My hours are: 3:30 to 5:30 p.m. weekdays during May and June and from 10:00 to 4:30 p.m. weekdays during July and August. My phone number is 442-2213. If you have any questions or inquiries, please give me a call.

Centre Manager
Sandy Cunningham
Trochu Hire-A-Student

Hire A Student office

Open Mon. - Fri., 8:30 - 4:00



This year's office manager is

DANENE HARTLEY

and she will be able

to help you out.

*Her office is located in the
M.D. Building basement, Cardston.*

PH: 653-4244

Hire A Student

Vulcan

H.A.S. rep chosen

Deb Gray, a Grade 11 student from Carmangay, is this year's Hire-a-Student repre-

sentative helping county students find summer work and prospective employers find students to fill temporary jobs.

Having started work on May 14, Deb said things have been "kind of slow" for the first few days, but she expects work to pick up as more students consider summer employment.

There are two Hire-a-Student offices in Vulcan, and Deb works at both of them part time on weekdays. From 12:30 to 1 p.m., the office is open in Room 14 at CCHS. There is also a Hire-a-Student office located in the Town building, and it's open from 3:30 to 4:30 Monday to Thursday and 2:30 to 4:30 on Fridays. Once school is out, the Town building's Hire-a-Student office will be open full time during the week. The Hire-a-Student phone number is 485-2192.

Deb's job is to help students register for work and to list jobs available through local employers. Wherever possible she will match the student to the job he or she is seeking.

To prepare for her new job, Deb was involved in a one-day training session for Hire-a-Student co-ordinators in Calgary. She also has the help of the local Student Committee when necessary, and area co-ordinators for the program make occasional visits to the local office.

"It's going to be challenging, but I know I'm going to enjoy the job," said Deb.



HIRE-A-STUDENT CO-ORDINATOR DEB GRAY

Hire-a-Student Centre re-opens

Barthead

by John Geary

If you're an out-of-work student, and you haven't already done so, check out what's available through the Hire-A-Student Centre.

Managed this year by Lori Bamber, a recent bachelor of education graduate from the University of Alberta, the centre can assist you in finding both regular and casual employment for the summer.

The centre is funded by the provincial government, which just recently donated a \$3000 grant to help the program meet its expenses and keep it running throughout the summer.

Last year, there were 198 job orders registered through the centre, with 82 of those being full-time summer jobs.

"Usually, most of the regular, or full-time, positions are grabbed by university students or high school students, with the casual work going to the junior high kids," explained Bamber.

"But recently, that trend has been changing in a couple of ways: with jobs being so tight, more and more high school and even university students are applying for casual work. And this

year, it seems not as many university students are even going through the job centre as there has been in previous years.

"Last year, there was a total of 39 post-secondary student applications, whereas this year we only have two. And since university has been out for almost a month now, you'd think that if those students were going to apply, they would have done so, by now."

One area which can always be improved on is that of public awareness; some people just aren't aware that the hire-a-student program exists in town.

"We have had quite a bit of help from some of the local service clubs, in setting up booths to advertise our service," Bamber stated.

"And not only do we have to make students aware, but we also have to reach prospective employers. Anyone, a business, or even a household which needs some extra work done, can get that work done through us, whether it's babysitting, gardening, or just a few hours of office work that needs doing."

Again, it should be stressed that anyone can be an employer, even if it's just a few hours work that needs doing. "Hiring through the hire-a-student program will benefit the community as a whole, both in finding work for students, and in accomplishing tasks that might not otherwise be done," concluded Bamber.

The Hire-A-Student Centre is located in the Family Community Support Services building, on 49th Street.

Ken presents \$3000 grant to Lori Bamber



Medicine Hat

It's for STUDENTS! It's for EMPLOYERS!

It's FREE! It's for JOBS!

Watch for it! It's Coming!



Hire A Student this summer!

Employment and Training Centres / Alberta / Educational Institutions / Community Services

HAS off and running

Grande Prairie

Many students are already off and running in their search for that all-important summer job.

The Hire-A-Student office is also off and running in a small way. The Grande Prairie office doesn't officially open until May 1 but area co-ordinator Pat Campbell is manning the office solo off and on during the week.

Eager students can come to the office at 10809 Clairmont Rd. but should phone 532-5599 to ensure that Mr. Campbell will be there. He will be joined by two student placement officers in time for the official opening of the office.

"We are hoping to match last year's placements as last year was a fairly good year," Mr. Campbell said yesterday.

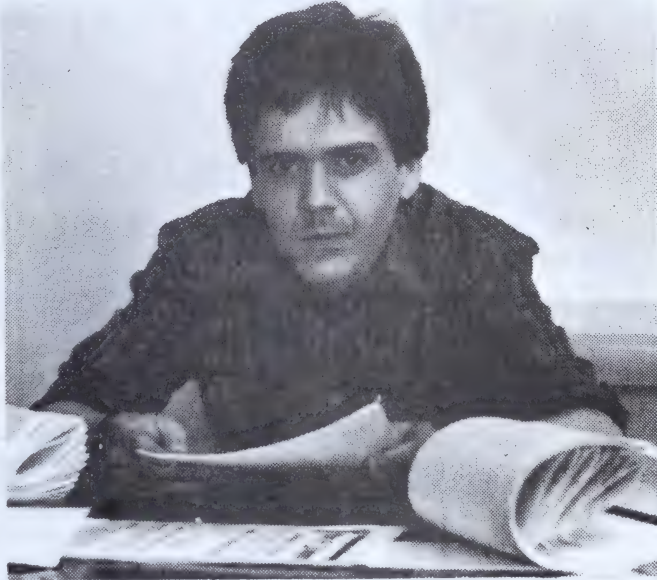
"The employment scene here is about the same as last year too."

HAS placed 303 casual workers and 301 full-time workers last summer with a total of 895 students registering with the centre over the summer.

"Students with the best chance of work this summer are looking already. Many began at Christmas time.

"Now is still a good time to start. There are a lot of jobs out there yet," said Mr. Campbell.

The Job Search Information Service has been underway in the city for several months. A co-ordinator has been visiting schools and talking to Grade 9 to 12 students about



HAS co-ordinator Pat Campbell

job hunting, resumes, application forms and interviews. This program works in co-operation with the HAS office.

To date the centre has 15 job orders from area businesses and 146 students registered, he said.

"The goal of the centre is to find jobs for students and to provide employers with qualified students.

We pre-screen the applications for the businesses and send the most qualified students."

Businesses wishing to hire a student this summer can put in their request by calling the centre at 532-5599.

Once the centre officially opens office hours will be 8:30 a.m. to 5 p.m. Monday through Friday.



Hire A Student

A Student Summer Employment Program

**Morinville Office
is now
OPEN**

Morinville Historical & Cultural Centre

Office Hours:

May 9:30 - 4:30

June 9:30 - 4:30

July 9:30 - 3:30

August 9:30 - 2:30

Phone 939-5156

Centre Manager: Stacy Sielski

Students, employers and the community please register early to provide summer employment for Morinville students.

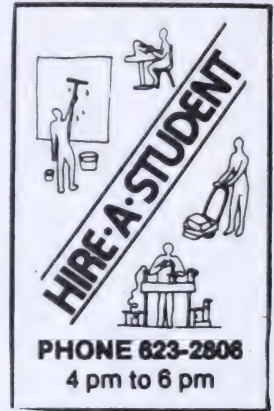
Hire-A-Student office opens

Innisfail



The Innisfail Hire-A-Student office located in the Henday Square officially opened Wednesday, May 16th. Taking part in the opening ceremonies were (l to r) Cecilia Ferris, Chairman of Hire-A-Student Committee; Jackie Flood, Assistant Manager; Mayor Doug Fee; Catherine Sveinson, Manager and Gail Shaw, Area Co-ordinator for Red Deer Regional Hire-A-Student. The office hours will be 9:00 am - 12:00 noon and 1:00 pm - 5:00 pm Monday to Friday. The phone number will remain the same 227-4800.

Kae LaBiche



HIRE-A-STUDENT
GRAND
OPENING
FRI., JUNE 15
3:30 TO 4:30



COFFEE AND DOUGHNUTS
RIBBON CUTTING CEREMONY 4 P.M.
EVERYONE WELCOME
CARMEN METZGER — OFFICE MANAGER

854-2499

HANNA

37c

2. Advertising Directed to Employers

Hire-A-Student invites employers to register

Morinville

By Stacy Sielski
Hire-A-Student

(H.A.S.) is underway for another summer in Morinville. Hire-A-Student is a non-profit organization that helps students find summer jobs, while helping the employer find summer help. We offer a free screening and referral service to help you find just the right student for your needs.

Hire-A-Student also offers advice to students on how to look for a job all year round. Students learn how to find jobs as well as how to be good employers.

Why should you hire

a student? Students are enthusiastic, willing and hard working. By hiring students you enable them to gain related experience, learn what employers expect of them, and help them finance their return to further studies.

Does the student have to work the entire summer? The Hire-A-Student office will supply you with referrals for jobs of any duration, a day, a week, a summer. Any experience you can give them will last a lifetime.

Why should I use Hire-A-Student when I can hire my own em-

ployees? Hire-A-Student sends you only qualified candidates. We can also fill your job order quickly; most referrals are done within a day. Save yourself the time, effort and money involved in hiring help.

Let myself do the work for you.

How do I use Hire-A-Student? Just give me a call at 939-5156 (or drop into the Historical Centre) and I will do all the work for you.

St. Albert

Hire A Student

Employers: We have students that are more than qualifying to fill your summer job needs.

Eric is a fourth year math student who has a great deal of farming and landscaping experience.

Sheryl is a second year science student who has done a lot of retail work.

Larry is a third year Petroleum Engineering student experienced in construction and carpentry.

All of our students are eager to work this summer. For all your employment needs, regardless of the type of job, please contact us at the St. Albert Hire A Student office at 458-3808 or 459-6707.

This advertisement sponsored by the St. Albert Booster.

Drumheller



Use

STUDENT POWER

...IT WORKS
FOR YOUR
SUMMER EMPLOYMENT NEEDS
CONTACT:

Hire A Student

Phone: 823-8466

Address: 196-3rd Ave. West

EMPLOYERS

**Hire-A-Student
IS
NOW OPEN
TO ACCEPT
YOUR JOB ORDERS.**

PHONE: 420-2070

The office will begin interviewing and referring students on April 30th.

HIRE-A STUDENT
9943-109 Street
Edmonton, Alberta

OFFICE HOURS
8:15-4:30
Monday to Friday



Hire A Student

Sponsored by:
Local Community Groups
Edmonton Chamber of Commerce
Canada Employment and
Immigration Commission
Alberta Manpower

**YARD WORK TO BE DONE?
CALL YOUR ODD JOB HOTLINE**

Contact:



Hire A Student

10809-100 St.

532-5599



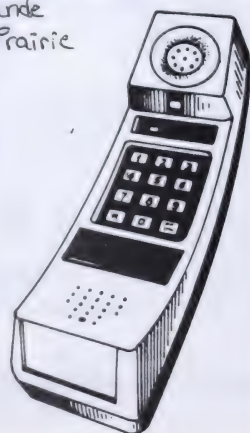
Employment and
Immigration Canada

Employer
Immigration Canada

Alberta

Employment and Immigration
Commission

Grande
Prairie



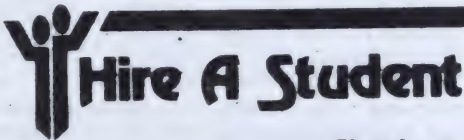
WANTED!

**EMPLOYERS of any
shape, size or style.
WE NEED YOU to Hire a
Student!**

**Students can replace
vacationing staff, relieve
your workload, give you a
chance to enjoy to sun.**

**CALL
458-3808**

**Mon. - Fri. 9 a.m. to 5 p.m.
Grandin Mall**



St. Albert

Employment and Immigration Canada Branch of Immigration Canada Alberta Chambers of Commerce Local Community Council

PONOKA HERALD, Tuesday, July 31, 1984

WANTED . . .

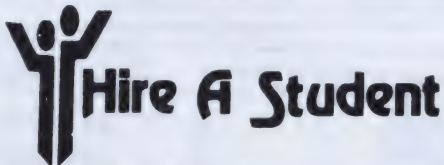
**A JOB . . . FOR A DAY, WEEK,
MONTH, SEASON**

REWARD . . .

HELPING STUDENTS HELP THEMSELVES

**Contact
Ponoka Hire-A-Student
783-5453**

 **Hire A Student**
A Student Summer Employment Program



JUNE 17

is Father's Day


HIRE-A-STUDENT

**and give Dad a break. Let a student
do the yard work or odd jobs**

**Call 627-3062
(BOOK A STUDENT NOW)**

PINCHER CREEK



 **Hire A Student
COFFEE HOUR**

**You are cordially invited for Free
Coffee, served by students, at Chin's
Cafe (5101 - 50 st.) from 9:30 to
10:30 a.m., July 9, 1984.**

**Come down, join us in kicking off
the Hire-A-Student Week.**

**SUE ZIEGLER
Centre Manager
Vegreville**

**This Ad Donated By:
LEON'S MEN'S WEAR**

Hire-A-Student answers questions

Lloydminster

by Janet Irven
Area Coordinator

We are still receiving a lot of questions from both students and employers. Therefore I decided to designate this column to answering some of these questions.

TRUE OR FALSE

1. H.A.S. only helps post secondary students, and students leaving Grade 12?

False. Anyone can register at our office providing they are returning to classes in the fall and regardless of their age.

2. H.A.S. jobs are taken only for the months of July and August (summer months)?

False. Our office runs from the beginning of May to approximately the third week of August. There are some jobs that require students to work immediately, but high school students are available to work part-time now, and full time in the summer.

3. H.A.S. is a free referral service that benefits both employers and students? True. We benefit students by trying to find jobs that they are qualified for as well as have a job bank that they may look through of the jobs we have available now. We benefit employers because we save them time by screening students to meet the

qualifications they have given us. We also save employers money because they do not have to advertise for the position.

4. The program is only for those employers who can hire student on a permanent basis?

False. The time period for which a student is available may be anywhere from an hour to a week to the whole summer.

5. The Lloydminster H.A.S. serves Lloydminster as well as the surrounding areas?

True. H.A.S. encourages job orders and registrations from all surrounding areas?

6. Do employers have to pay minimum wage?

True. Minimum wage in Saskatchewan is

\$4.25/hour. In Alberta: Over 18 - \$3.80/hour; Under 18 - \$3.65/hour; under 18 and attending school (i.e. working part-time - \$3.30/hour. There are two exceptions to minimum wage act, these are for domestic labour and farm labour.

In addition to helping students and employers, we also provide information on government subsidy programs, interviewing techniques, resume writing, human rights, employment standards, etc. I hope this clears up some of the general inquiries. If you require further information, please call us at 825-2284 or drop into our office at 4801-44 Street.



Employer of the week

Hire-A-Student office manager Chris Turner (right) presents an Employer of the Week certificate to Silvester Lee of the Hi-Ho convenience store in east Airdrie. Mr. Turner said the businessman is to be thanked for his strong support of the HAS program.

Lloydminster

Hire A Student

UPDATE

The Hire-A-Student office is going strong in the Lloydminster area. We have placed 75 students in regular jobs, and over 40 in casual jobs. We are continuously screening students to meet prospective employer's qualifications. If you are a student, and have not already registered with us, please come down to the office as we now have a wide variety of summer jobs available.

EMPLOYERS, DID YOU KNOW THAT:

H - Helpful

Hire-A-Student helps students get jobs, and employers get help.

I - Involved

Students can become involved by registering at our office (4801 - 44th Street - Old RCMP Barracks).

R - Responsible

We have responsible students willing to work from ages 12 and up.

E - Eager

Most of our students are eager to obtain the valuable experience a summer job provides.

A - Assistance

Hire-A-Student provides assistance to both students and employers.

S - Students

Hire-A-Student students are useful. They can fill in for vacationing staff or sick leave.

T - Time

Use Hire-A-Student anytime - for an hour, a day, a month or all summer.

U - Useful

Hire-A-Student is a useful service to any community.

D - Dependable

Hire-A-Student students are dependable.

E - Energetic

Many of our students are extremely energetic, and willing to please prospective services.

N - No Charge

There is NO CHARGE for our services.

T - Telephone

LLOYDMINSTER HIRE-A-STUDENT OFFICE
825-2284

JANET IRVEN
Area Co-ordinator

Vermillion

Hire A Student

WANTED!! EMPLOYERS TO OFFER A JOB FOR A DAY, WEEK, MONTH OR SEASON.

DESCRIPTION

Anything from pulling weeds to retail services to cleaning.

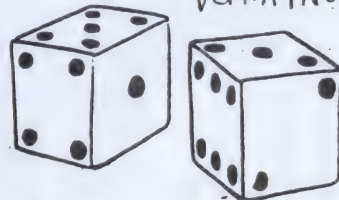
REWARD

Helping students help themselves.

CONTACT

Hire-A-Student Office at 853-4725
Mon. to Fri. 4:00 - 5:00; Sat. 9:00 - 5:00
Located at the
Stewart Realty Building

Vermillion



Why gamble with your summer help!!

Contact:

Hire A Student

853-4725
Stewart Building
Vermillion
Mon. - Fri. 4:00 - 5:00 P.M.
Sat. 9:00 A.M. - 5:00 P.M.

Hire A Student

A Student Summer Employment Program

By CINDY SPENRATH

The Hire-A-Student Employer of the Week is Mrs. Malinsky of Taber. Mrs. Malinsky hired a number of students to help out at her home.

Being our Employer of the Week she will receive the Hire-A-Student Certificate of Appreciation.

Hire-A-Student Update:
Registrations—212; Post Secondary—80; Secondary—132.

Placements—168; Regular—54; Casual—114.

Hire-A-Student Week will extend from July 9-13. Students interested in working that week are asked to sign up at the Hire-A-Student office.

If anyone has any suggestions on activities they would like to see for Hire-A-Student

Week please phone or come down and see us.

With school drawing to a close this week the number of registrations has increased drastically.

Whether it be for a day, week, month or summer there are students available to fulfill any job requirements.

Hire-A-Student not only fulfills business needs, but is also available for household and odd jobs.

We have many services such as babysitting, gardening, painting, and lawn cutting.

For any employment needs or extra information call 223-3900 from 12:00 to 4:30 p.m. Monday thru Friday, or come visit upstairs in Room No. 1, of the Post Office Building.



Employer of the week . . .
Linda Malinsky accepts award from HAS Manager Cindy Spenrath.

Hire A Student



The Fairview Hire-A-Student office is going nuts! We're trying to find jobs for Fairview students.

HELP US OUT!

CALL TRACY MANN 835-4222

Athabasca

Hire · A · Student

A STUDENT SUMMER EMPLOYMENT PROGRAM
WE OFFER FULL OR PART-TIME STUDENT EMPLOYMENT

HOURS: 9:00 a.m. - 4:30 p.m.

Monday - Friday

PHONE 675-2273

H.A.S. OFFICE LOCATED
DOWNSTAIRS IN THE COUNTY OFFICE

**C'MON...
REACH OUT A
FRIENDLY HAND**



**WHEN YOU NEED
ACTION**

Hire A Student

532-5599

**Grande
Prairie**

10809 - 100 St.



Employment and
Immigration Canada

Employment
Immigration Canada

Alberta

Chambers of
Commerce Local Community
Groups



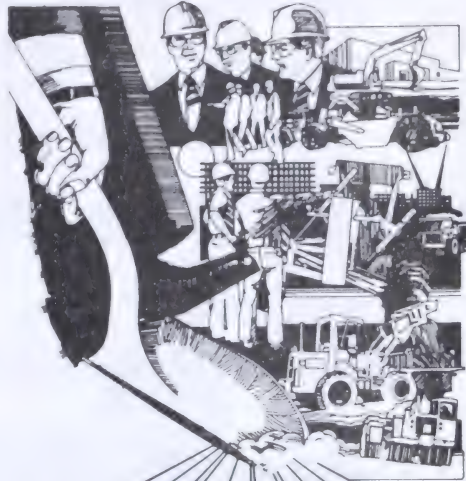
Hire A Student

Blood Reserve

Students can
handle jobs
ranging from farm
labour to computer
programming.

Invest in the future...
Hire a Student

Office located in the
Old Standoff School
Open Monday to Friday
8:00 a.m. to 4:30 p.m.



PROGRESS

737-3998

Joanne Blood



Alberta

Employment and
Immigration Canada

Chambers of
Commerce

Emploi et
Immigration Canada

Local Community
Groups

Grande Prairie



GET THE WINNING SPIRIT! PUT A STUDENT ON YOUR TEAM

Contact:



Hire A Student

10809-100 St.

532-5599



Employment and
Immigration Canada

Emploi et
Immigration Canada

Alberta

Spruce Grove / Stony Plain

GREETINGS FELLOW FARMERS AND RURAL LAND OWNERS!!!

Are YOU rushed for time with too many things to do? or too many places to be? DON'T DISPAIR! Why not SAVE yourself valuable TIME and MONEY and HIRE A STUDENT to relieve you of jobs that are TIRESOME, TROUBLESOME, OR TIME CONSUMING?

STUDENTS can help.....

- gardening, painting, landscaping and lawn maintenance
- cleaning and housework
- home and yard construction
- babysitting
- livestock and pet care
- crop care and machinery maintenance
- OR anything else that needs doing!

No matter how small or big, short or long your request is, students are EAGER, ENTHUSIASTIC, WILLING TO WORK, and NEED THE VALUABLE EXPERIENCE a job can provide. The HIRE A STUDENT office in your area wants to find the right summer help for YOU. We also have information on Alberta Youth Employment programs which give special financial assistance when employing Alberta's youth.

HELP SUPPORT THE STUDENTS IN YOUR AREA

and

GIVE THEM THE EXPERIENCE OF A LIFE TIME!!

Questions, comments and job orders, direct them all to your nearest HIRE A STUDENT office in Spruce Grove or Stony Plain.

Joanne Schoepp
Stony Plain Office
963-2655



Darlene Schwindt
Spruce Grove Office
962-2644

...AND REMEMBER...HAVE A YOUNG SUMMER!!!

3. Advertising Directed to Students

Positions still open

The provincial and federal governments are definitely trying to provide summer work for students. So far this summer, 24 per cent of the summer job positions available at the St. Albert office have been government subsidized. This figure is expected to rise as high as 31 per cent by the end of June.

NAIT students need not fear the University students have filled all the better jobs. Only 37 per cent of the regular positions have been filled. It is, in fact, the high school students who are making the most use of the office. There are close to two times as many secondary students registered as post secondary.

Finding the right job

Unfortunate, but true - disappointment is often



Hire A Student

by
KAREN SLOAN

on the agenda for job seekers. Not because they have been turned away and turned down more than once, but because the job they found isn't exactly what they thought it would be.

Students often enter the working world with an over-glamorized view. Their perceptions are based on false images portrayed on TV, in magazines and advertisements.

Students lose sight of what they believe is important in life. Job seekers try to achieve what they wish they were - forgetting to be themselves. They are afraid to admit what they don't like (such as working with people) for fear of being labelled negatively. Students get too caught up trying to present a 'perfect image,' and this image is often false.

Students need to sit down and think. They need to think about who they are and what they value. Being honest with yourself - like 'I want to make lots of money' - will give a 'sense of meaning' or purpose.

Job satisfaction is most often achieved when personal values and job expectations coincide.



Hire A Student

NEEDS

1. Employers
2. University students
3. High school students

LOCATION:

Town Hall Basement

HOURS:

8:30 a.m. - 12:30 p.m. & 1:30 p.m. - 4:30 p.m.

Monday, Tuesday, Thursday, Friday

8:30 a.m. - 12:30 p.m. Wednesday

Ph: 627-3062

Pincher Creek

**Are you a student
looking for summer employment?**

The Nanton News will run your work wanted ad free when you register at the Hire-A-Student office.

Call Helen Thompson 646-2858

or stop in at the town office to register

Monday, Wednesday, Friday 3 to 5 p.m.

Tuesday and Thursday 11 a.m. to 1 p.m.

Finding a summer job

By CORENE ELKOW
HAS Office Manager, Two Hills

It is never too soon to start looking for a summer job. There is a lot of competition and if you're the first one applying for a job you have a greater chance of getting it. Some employers start thinking about summer help in the winter months. By April, many jobs are already filled. Remember, the early bird gets the worm.

It takes time to find a job and you have to be willing to put in the effort required to find one. Start your job search by getting organized. Here is a list of things to do.

- *Apply for a Social Insurance Number. Application forms are available at your local Canada Manpower Centre, Unemployment Insurance Commission office, Post Office or Canada Immigration Centre. It takes three to five weeks to get a card, so apply early.

- *Prepare a resume of your personal characteristics and aptitudes, your education and work experience. No job hunting tool is more useful.

- *Tell everyone you know you are looking for a summer job. Your parents and their friends and your own friends and their parents, might know of a summer job that you could fill.

- *See your school guidance counsellor. Local employers often telephone schools to find summer help. Your school guidance counsellor would know about these jobs.

- *Make a list of all the organizations and companies you would like to work for and visit them as soon as possible.

- *Read the "want ad" columns in the newspapers every day. Don't let the words "experience necessary" scare you away from applying for a job you think you can do. And, don't wait to contact the employer - waiting may cost you the job.

- *Talk to employers you've done a good job for in past summers. Chances are your former employer will hire you before someone else. If there are no job openings in the same department, ask about openings in other areas.

- *If you hear about a job opening, contact the person offering the job immediately. Prompt action will greatly improve your chances of getting the job.

It's not easy finding a job, but with these pointers in mind, you're sure to be on the right track.

My phone number is 657-2502 or visit me at the office located in the town office basement. Office hours in August are from 8 - 4:30. Phone your job orders in to Corene today. Let's make this a young summer Two Hills! Hire a student!!! Thank you.

St. Albert



Hire A Student



Employment and
Immigration Canada

Employment
Immigration Canada



Chambers of
Commerce Local Community
Groups

The St. Albert Hire-A-Student office has several positions available in the areas of **childcare and sales**. For these and other jobs please call us at 458-3808 or 459-6707 in the Grandin Park Plaza.

We'd like to thank the following local businesses for contributing to our official opening:

*Boots
The Bookshelf
Grandin Bakery
Guardian Drugs
Supervalu
Shoppers DrugMart*

Page 16 St. Albert Booster, Section 1 June 18, 1984

STUDENTS—Are you looking for a summer job? If so, contact: Provost Hire-A-Student Office (Beside Provost Insurance Bldg.) Phone 753-2040. —13J4c.



Hire A Student

Student Summer Employment Program

Employment Opportunities

WAITRESS positions open in Spruce Grove. Must be 18 and over.

CLERK, part time evenings and weekends. Start immediately with opportunity for advancement to Managerial Position.

STUDENTS interested in house cleaning, lawn mowing, window washing, and yard maintenance are needed for casual jobs.



Interviews - Morinville A scary situation

By Stacy Sielski, HAS Manager

The word "interview" makes many people nervous and insecure. One of the best ways to reduce nervous tension is to be well prepared. These points should relieve the tension.

1. Get plenty of sleep the night before so you will be "mentally fresh."

2. Wear clothing appropriate to the company's image and suitable to the job. You will be judged on your appearance before you even get a chance to speak.

3. Give yourself enough time so that you will not arrive late and breathless.

4. Learn about the firm, its products or services before you apply.

5. Greet the employer or interviewer cheerfully and with dignity.

6. Be polite and assume an air of confidence.

7. Inquire about a specific job or jobs. Applicants who say they will do anything sometimes can do nothing very well.

SUMMER JOBS can be interesting when they come from Hire-a-Student. Colleen Dowler from Caroline was placed as a playground supervisor in Rocky's Recreation Department Summer Program. Cindy Morrish is gaining valuable work experience with her new job as a cook at the Peacock Inn in Rocky. You, too, may land a good job by registering with Hire-a-student. Employers looking for good help are also encouraged to list their openings with Hire-a-Student Placement Officer Maureen Montegary, 845-4646.

The Meridian Booster, Thursday, May 17, 1984 - Page 15

Lloydminster
Hire A Student

**Students: Will You Be Looking
For a Job This Summer?**

If so, we can help! Register now!

4801 - 44 St.,

8:00 a.m. - 4:30 p.m. Mon. - Fri.



Employment and
Immigration Canada

Employment and
Immigration Canada

Alberta

Chamber of Commerce
Lloydminster

Ft. Saskatchewan



Get Involved!

ANYONE CAN!

HIRE-A-STUDENT



Students are:

- talented, energetic, enthusiastic
- eager for summer work
- available on short notice full-time part-time for a few weeks a few days a few hours

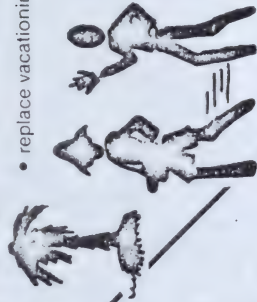
2. Deposit It In The Ballot Box Located At The Front Of The Restaurant



McDonald's® AND Hire A Student

STUDENTS WILL:

- replace vacationing staff



- do casual jobs around the home or apartment

- do complex and demanding jobs



3. In One Week Come In And See Centre Manager at 9909 - 103 Street, or Phone 998-4355 Fort Saskatchewan



1. FILL IN ALL BLANKS ON REGISTRATION CARD

Last Name		First Name		Middle Name		Home No.		Cell No.		Fax No.		E-mail	
Are you legally entitled to work in Canada?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Education		<input type="checkbox"/> High School <input type="checkbox"/> Post-Secondary		Types of Summer Jobs		1) <input type="checkbox"/> Retail <input type="checkbox"/> Food <input type="checkbox"/> Other		2) <input type="checkbox"/> Retail <input type="checkbox"/> Food <input type="checkbox"/> Other	
Major or Course of Study		Year you will graduate		When year or date do you expect you will be attending an academic year		Name of School or institution you are now attending		Transportation		<input type="checkbox"/> Car <input type="checkbox"/> Bus <input type="checkbox"/> Bike <input type="checkbox"/> Other		<input type="checkbox"/> Walk <input type="checkbox"/> Other	
Languages		English <input type="checkbox"/> French <input type="checkbox"/>		Spanish <input type="checkbox"/> Other <input type="checkbox"/>		Height		Feet		Inches		Weight	
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3 POSITIONS AVAILABLE Tourist Information Booth

RESPONSIBILITIES:

Tourist counsellors greet visitors, distribute promotional literature, answer tourist enquiries, and give general aid to the visitor of Chinook Country and Alberta. Counsellors are also responsible for keeping themselves aware of current events that may be beneficial to the tourist. The maintenance of statistical records on tourist requests is also required. Light cleaning tasks may be requested during slack periods in a shift.

QUALIFICATIONS:

Employees must be Alberta residents, who are or will be enrolled in post-secondary institutions. (This requirement exists as positions are partially funded through the Alberta Government's Summer Temporary Employment Program (STEP).

Employees should have excellent interpersonal communication skills, and be able to courteously and promptly deal with public enquiries.

A good knowledge of tourist opportunities is essential.

EMPLOYMENT PERIOD:

July 1 - August 31

A training session will be conducted prior to the starting date for successful candidates.

HOURS:

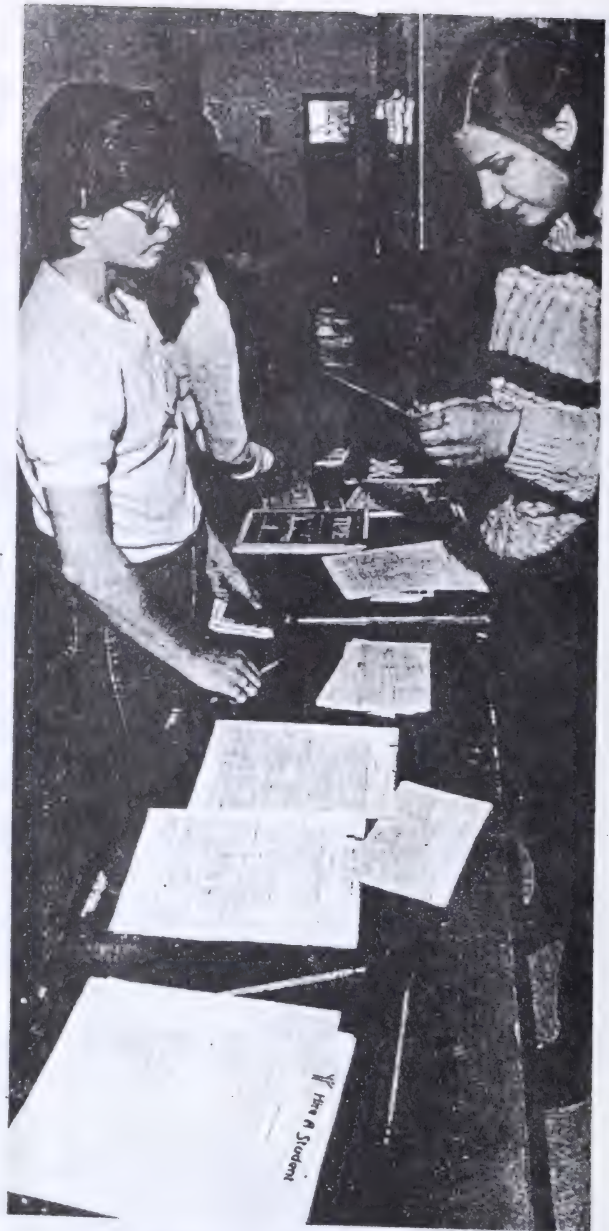
This position is shift work on a rotating basis. Every employee will work six-day shifts with the following three days off.

WAGES: \$5.00 per hour

Please contact the Hire-A-Student Office (627-3062) for more information. Interviews will be held on May 23, 1984.

These positions are made available through STEP grants applied for through the Economic Development Office, 753 Kettles Street. 627-4406.

Pincher Creek



Hire-A-Student *Pincher Creek*

Two positions were filled with another still available, and five or six more are expected this week. Leslie Smith, right, checks over the application from Kelly Jumago. Most of the jobs

available will be for post-secondary and high school students with about 30 positions to open this summer. Hire-A-Student is located in the basement of the Town Hall. The phone number is 627-3062.

Students can register at job office

Job-hunting students should register with Hire-A-Student (HAS) before the annual stampede of job-seekers begins next week, advises the director of the Edmonton office.

"Things are difficult, but there are opportunities out there for students," says Susan Boyce. "You simply have to try — try very hard to find a job."

To help unemployed students find work, and to increase public awareness of its programs, the local office has declared this week Hire-a-Student Week in Edmonton.

In addition to its regular job-referral service, the centre at 9943 109th St. offers job-hunting seminars for younger students and advice for older students beginning summer businesses.

About 1,400 students — "significantly" more than at this time last year — have been placed in casual work since the centre opened April 30, says Boyce.

Full-time placements are down about seven per cent at 1,200.

Nearly 3,200 students have so far registered with HAS, compared with 3,900 last year, when the centre was opened one month earlier.

She says HAS is counting on the private sector to stimulate youth employment, but advises students also to consider temporary provincial and federal jobs.

The centre is open weekdays from 8 a.m. to 4:30 p.m.

Edmonton



Are you an unseen Super Student looking for a job?

Register with Hire-A-Student
and become visible to employers

Hire A Student
523-3331

Post Office 2nd Floor
Mon. to Fri. 8 am. - 4:30 pm.

Centre Manager: Beth Peterson

HIGH RIVER

Hey students! Need a summer job?

Job orders have been coming in steady, but we do not have enough students registered to fill them. Students - Employers have been extremely responsive to our program this year, and as a result our list of jobs is growing every day. In just four short weeks, the Hire-A-Student office has already placed 75 students in regular jobs, and over 40 in casual positions.

The "better jobs," such as career-related positions and higher paying jobs, usually come in earliest so students should come down to our office right away.

Right now we have openings for: a nurse's aide, program co-ordinators, project workers, daycare workers, a bank teller, camp counsellors, salespersons, babysitters, restaurant help, general labourers, a delivery person, office help, and shop work. As is clearly indicated, we have a lot of job openings for summer positions.

I would like to caution the "picky" students that any type of summer employment is beneficial to your future. Future employers look for past experience as well as reliable persons. If your past

LLOYD MINSTER
employment record indicates that you are a hard worker, you are more likely to get a job than the person who does not participate in some type of summer employment.

Students, if you have not already registered this year, please hurry down to the office at 4801 - 44 Street (old R.C.M.P. barracks). If you have already registered, please drop in, or give us a call at 825-2284.

Hire-A-Student

Spruce Grove

Employment picture brighter than expected

After seven weeks of operation Spruce Grove's Hire-A-Student (HAS) Office is proving successful in a number of ways.

Office manager Darlene Schwindt, who had previously forecasted a tough summer for students, says the employment picture "...is actually a lot better than I thought it would be."

To date the Spruce Grove HAS Office has received 49 regular job orders and 18 casual job orders, she said.

A regular job is one which lasts for more than five days, whereas a casual job lasts five days or less.

Schwindt adds that in some cases it is difficult for the HAS Office to fill regular job orders because of the location or the qualifications which are required.

"However, HAS definitely tries to fill each and every order to the satisfaction of the employer."

Most students have already registered with HAS through school visitations by Schwindt during May and June.

A majority of post-secondary students have either been placed through the Spruce Grove or Stony Plain offices, while junior high students are finding "...quite a bit of work through babysitting and odd jobs."

However, the office is having difficulty finding work for high school students since they are looking for jobs which will provide some type of work experience, or jobs which pay well enough so they can continue high school or attend college.

Schwindt says she is near the end of her employer visits and adds: "The support that I have received from them with regards to the displaying of posters or interest in the program has been terrific."

Homeowners have also been "...fantastic" in their use of HAS students to fill their babysitting and yardwork needs.

Schwindt reports that each year the HAS office tries to create jobs for students in order to provide some form of job experience.

To date the Spruce Grove HAS Office has had two job-creation activities, the operation of a candy-floss booth and a shoeshine stand. Both took place at the Spruce Grove Trade Fair with support of the Spruce Grove and District Chamber of Commerce and local businesses.

The shoeshine booths employed eight junior high students who worked a total of 10 hours during the weekend and served about 500 customers.

The candy-floss booth was also successful in its operation as the five students, ranging from post-



Darlene Schwindt

secondary to junior high, served 328 people throughout the weekend.

Proceeds from the projects were distributed among the students according to the hours worked and responsibility shared.

Schwindt says she is looking into the possibility of running these activities throughout the summer.

"To this point in time it looks as if our shoeshining booths will be operating at the Farmer's Market during July and August. This is made possible due to the support that the Agricultural Society is giving us."

Future activities include: announcement of the winner of a poster contest for Grade 5 students; Hire-A-Student Week, July 3-7; the distribution of HAS flyers throughout the town of Spruce Grove, advertising the office's services; student organized car washes, and the shoeshine booths set up throughout Spruce Grove at various times during the summer.

Hire-A-Student is a non-profit referral service. Employers can phone in job orders at 962-2644.

Maryanne H.A.S. news

Grand Centre



Leading the Hire-A-Student office in Grand Centre this year is Maryanne Bushore, a 21 year old Alexander resident who has just completed an education degree at the University of Alberta.

The Hire-A-Student Program is off and running. Now in the third week of operation employers are desperately needed. At the moment we have far more applicants registered than we can provide jobs for. 175 students are presently registered with us.

What is Hire-A-Student? Hire-A-Student is a joint Federal, Provincial, and Chamber of Commerce sponsored program to develop and provide a placement service for the youth of Alberta during the summer months.

Why a student? Students are available and willing to: fill in for your vacationing employees; provide extra staff with odd jobs that arise from day to day i.e. mowing lawns, washing windows, weeding gardens, and just about anything.

Why should you the employer hire a student? The student you hire for the summer: will gain valuable experience and could become a useful member of your permanent staff upon graduation. He may be able to continue the service on a part-time basis throughout the year and will be provided with the necessary resources to further her or his education.

The Hire-A-Student office can be of service to you by: saving you time, energy, and money when looking for temporary or casual help; assisting you in finding a student best suited to your job requirements and providing prompt service in emergency situations.

The Hire-A-Student office relies a great deal on public support through advertising, and would appreciate any assistance from the community. Your Grand Centre Hire-A-Student office is located on the 2nd Floor of the Lake Centre Plaza Building. Your 1984 Student Placement Officer for this summer is Maryanne Bushore, 594-4475. And I'm looking forward to meeting you.

Remember Hire-A-Student "Open House", May 25, 1984 between 2 p.m. and 4 p.m. to which all of you, Grand Centre, Cold Lake and Medley residents, prospective employers, and student employees are invited.



Hire A Student

Student Summer Employment Program
By Louise Odland

STUDENTS. NOW IS THE TIME TO SEEK SUMMER EMPLOYMENT. Do not put off registering with Hire-A-Student. The Coaldale Hire-A-Student Office has several jobs posted. There are positions which start immediately for post-secondary students and positions which will be starting in July for High School and Junior High School Students. Employment opportunities are opening daily. Here are just a few of the positions available:

- Clerk Typist
- Leisure Float Junior Leader
- Street Theatre Jr. Leader
- Recreational Senior Aide
- Babysitters
- Library Assistant
- Waitresses
- Disc Jockey
- Farm Labour

-Hotel Employees

So far this summer Hire-A-Student in Coaldale has placed 43 students in full-time and casual summer employment. I would like to thank the employers who have hired thus far, and would like to encourage other employers to use the HAS services in placing their summer employees. Homeowners are also encouraged to hire students to do odd jobs around the house and yard or to hire on a full-time summer basis.

HIRE-A-STUDENT CAN SUPPLY YOU WITH THE EMPLOYEES YOU NEED THIS SUMMER.

Students, for information on Job Search techniques contact the Hire-A-Student Office, located in the Town Office. Register today.

The Strathmore Standard - July 25, 1984 - Page 13

Hire-a-Student Report

By Norma Binning

The Hire-A-Student office activity is slowing down now. I have many students on file willing to help you do all those jobs you never have time for. This can be painting the fence, pruning your trees, or babysitting your children so you can have a day off.

I have also been receiving job orders from the Standard, Rockyford and Gleichen areas. If you are a student from these areas come in and register, there are jobs available in your areas.

I can be reached at 934-5342 for information on the HAS Program, and job search techniques. Call or stop in at the Information Centre. My hours are 10-12 noon, 1-5 pm.

Take care in filling out job application

AirDrive

By Chris Turner

HAS office manager

As was stated last

week, this week's article

will detail the correct

method to fill out an ap-

plication form and how to

write a resume. Next

week I will go over the

proper way to conduct

yourself at an interview.

Those articles will

hopefully help you in your

job search and in time you will be a more confident applicant.

When you fill out an application form you must realize that this form is the first piece of your work that an employer will see and quite often it is the only thing that he has to go by when deciding to schedule an inter-

view. Because of these points, it is important that the application form is filled out neatly, accurately and completely.

With respect to the type of employment you

are interested in, try not to write 'anything'. This has the effect of having your application overlooked when an employer is looking for someone to do a specific job. Try to list the proper title of a job and

not any slang, (eg. service station attendant, not gas jockey).

Definitely give serious consideration to the times you are available. If you want to work only in the daytime, then specify this. Indicate the specific day, month and year that you are available to start work. For desired salary

you should find out the starting wage or else write in 'negotiable'. This protects you from both under or over estimating your potential wage.

When listing your employment history, you should list your duties and the name of the company. Begin with the most recent.

Hire A Student raises High River profile in community

By Bill Holmes Jr.
Office manager

The Hire A Student office swung into full time hours, just in time to promote the change during the busy Little Britches weekend.

The new hours, 8:30 - 4:30, were first advertised on the kiosk downtown, and then we proceeded to pop up here and there with posters and other items advertising our program. Monday was our big day, though, because we placed a display at George Lane Park during the pancake breakfast, and another big moment came when we entered a float in

the parade, for the first time.

Hire A Student would like to thank Eric Cowling for loaning us a truck; Brent Clingman for driving, and Dean Cowling and Mike Robertson for helping to organize and decorate the float.

Since the Hire A Student office opened with part-time hours, a couple of weeks ago, more than 70 students have registered. Fifteen jobs were filled through the office, that will employ 41 students, 36 of them for the full summer.

Many businesses in High

River received letters from Hire A Student during the last week or so, and we are pleased with the response from the letters. I hope to get out to visit the businesses personally to round up some jobs for students. Also, during the first week of June, we hope to get Hire A Student Days underway but plans for this are still tentative.

I would like to thank the community for the support it has shown this program throughout last year and the start of this year. I hope you continue to use our services; we have the kids ready to do the work, now we only need the jobs for them.

Discrimination laws

ST. PAUL

There are two anti discrimination laws which are operative in Alberta: the Canadian Human Right Act (federal) and the Individual's Rights Protection Act (provincial). Each prohibit discrimination in specific areas on the basis of specific grounds. Only those areas and grounds which are articulated by the law are protected. Caution is required in dealing with this area because some employment situations which are unfair are not necessarily illegal.

Following is a list of how both acts prohibit discrimination in the area of employment. The act you use depends on who the employer is (i.e. If John's Mens Wear calls in, you use the Individual's Rights Protection Act; if the Toronto Dominion Bank places an order, they fall under the Canadian Human Rights Act).

CANADIAN HUMAN RIGHTS ACT

This Act applies to all federal government departments and agencies, crown corporations, and to business and industry under federal jurisdiction, such as banks, airline and railway companies in their employment policies as well as in their dealings with the public.


It also protects the privacy of personal information stored in government files. It ensures that any person may find out if there is personal information on these files, check its ac-

curacy and the use to which it is being put, and request that inaccurate information be corrected. It protects employees against nine different kinds of discrimination based on race, national or ethnic origin, color, religion, age (all ages), sex, marriage status, the fact that a person was convicted for an offense for which a pardon has been issued, or the fact that a person has a physical or mental handicap.

Any enquiries about the Canadian Human Rights Act can be directed to the Canadian Human Rights Commission Regional office located at #416 - 10506 Jasper Avenue, T5J 2W9 in Edmonton, or phone 420-4040.

ALBERTA HUMAN RIGHTS ACT

The Alberta Human Rights Commission is responsible for the administration of the "Individual's Rights Protection Act." The Act applies to all provincial government departments and agencies as well as all businesses and industries under provincial jurisdiction, in all facets of employment policies, practices and referrals. This legislation is designed to provide protection against discrimination in employment because



**hire-a-
student**

of race, color, religious beliefs, sex, marital status, age (45-65 only), ancestry, place of origin, or physical characteristics. It is important to note that domestics employed in private homes and employees of farmers sharing or living in the farmer's domicile are not covered by this Act. This law is designed to protect the individual from certain discriminatory employment practices when and if he/she needs it. However, it still allows the employer to hire the person most capable of performing the job.

Questions about this act can be directed to the Alberta Human Rights Commission office located at #501 Edwards Professional Centre 10053-111 Street, T5K 2H8 in Edmonton, or phone 427-7661.

Our office will be closing on August 24, so time is running out for those odd jobs around the home you want done. Our students are willing to work on short notice, call us in the morning and in the afternoons we should have a student ready to work. If you have questions about HAS call Paul or Bob at 645-5682 or drop by and see us we're located upstairs in the CEC centre.

TO BE (EMPLOYED) OR NOT TO BE EMPLOYED



by EDMONTON HIRE-A-STUDENT

According to Statistics Canada the current youth unemployment rate in Alberta stands at 18%. This figure indicates that over 80% of Alberta's youth are gainfully employed.

During the summer months hundreds of high school students in Edmonton will be looking for temporary employment. The unemployment figure can be taken as an indicator of how selective employers can be. Therefore students, it is mega-important that you are aware of ways to secure employment, and of course, we can't forget about realistic job expectations and attitude!

Students have a variety of means at their disposal for seeking summer employment. Listed below are a few ideas, and by the way, they work.

(Personal Contacts) - A very effective way of finding out what friends, relatives, and neighbours have in the way of job information: Are students hired where these friends, etc., work? Can you use these personal con-

tacts as references? Does your neighbour or relative know of anyone who hires students?

(The Yellow Pages) - Check the Yellow Pages for companies you are interested in working for. Go out and see them, and drop off a resume. A well-planned resume can mean the difference between your application being dropped in the garbage and an interview. What's a resume? There must be a library around somewhere.

(Newspapers) - Newspapers run help wanted ads CONSTANTLY. Check these ads daily; it will readily become apparent when new ads are placed. As a matter of interest, the majority of employers in Edmonton utilize newspapers and walk-ins to recruit new employees; that's something to definitely think about!

(Employment Agencies) - Find out about them, use their services. Don't rely on them, but don't ignore them either. The Hire A Student office is open for the summer; the phone number is 420-2070, and the address: 9943 - 109 St. Check this one out for sure, ... **(Create your own job)** - Why not?

Nobody's stopping you; students in the past have offered their services in the maintenance (outdoor and indoor), construction, and labour fields. If you have specific skills or experience (babysitting, gardening, painting) or whatever, put that natural talent to work!

(Volunteer Work) - Do it! Volunteer work is a unique way of gaining experience in areas that might not otherwise be open. In practical terms experience of any nature is a definite plus; there's no financial pay off, but what about down the road? Volunteer work now could make the difference between an "I'm sorry" and "Yes, we'll hire you" later on.

Employers in the city have identified two areas of major concern when it comes to hiring students. They have found that young applicants are weak in job search techniques, and attitudes towards work.

Incomplete, sloppy job applications do not impress the boss. Take time to fill out the application completely and accurately, make sure grammar and spelling are correct. ... **Answer interview-questions as clearly as is**

possible, don't give yes and no responses. Dress appropriately for the type of job you are applying for. Employers view these factors as critical; after all, if you can't write, talk, and appear presentable when applying for a job, do you really have a chance at getting the job? No!

Attitude is the "deciding" factor in securing employment. If an employer gets the impression that your needs are of more concern than the company's, then it becomes obvious that you will lack commitment to a job. Set your expectations realistically; know something about the company and the job applied for. Don't give the employers the idea that it's big bucks you want — you'll find you'll make no bucks. Finally, be sincere about wanting a job with a particular company. Believe it or not, an employer does not owe you anything; a "couldn't care less" attitude will be readily observed by the person hiring. He or she can easily counter that position with a similar one. Do it right the first time!

Opinions Your Letters

Hire-A-Student records success

Dear Editor:

As many readers know, Hire-A-Student has been very successful so far this summer. I would like to thank all the people from Olds and area who have hired students so far, and ask for your continued support.

I would like to take this opportunity to bring interested readers up to date on what H.A.S. has been doing this summer.

The Hire-A-Student "Job Search Information Service" from Calgary visited the high school one afternoon to inform students on job search techniques. The Olds office, with the assistance of Mr. Frank Duffin

and Gail Shaw, Red Deer H.A.S. Area Co-ordinator, held another job search session for younger students. A poster contest was held in the junior high school with the Mayfair Cinema donating a free double pass to the movies as first prize. Mark Finlay was the winning artist.

A statistics comparison of the past two years shows the relative success so far. As of July 12, 1983, there had been 58 casual and 68 regular positions notified. As of July 12, 1984, 77 casual and 77 regular positions have been notified. These figures don't include job creation (H.A.S. Days) for either year.

"Hire-A-Student Days" took place this past week. Many people hired students to wash windows, and 23 businesses agreed to have their sidewalks swept. (Unfortunately, the sweeping had to be postponed due to rainy weather.) In all, 32 positions were created for younger students through H.A.S. Days. The willingness of local people to help out younger students is very much appreciated by myself as well as the students registered with Hire-A-Student.

Thank you very much,

Diane Sargent,
Olds H.A.S. Centre
Manager.

Hire-A-Student

Helen Thompson
Nanton



This past week, July 16 to 22 I have been busy organizing my Hire-A-Student week. I now have twenty students to help with the jobs I have planned. We urge you to participate in or take advantage of these activities.

July 28: Slave Auction 1:00 p.m. at the empty lot across from the Treasury Branch.

July 30: Promotion's Day 1:00 p.m. around town.

July 31: Car Wash, 9:00 a.m. to noon and 1:00 to 4:00 p.m. at the community centre parking lot. \$5 per car inside and out.

August 1: Sidewalk Sweep 10 a.m. to noon and 1:00 to 4:00 p.m. or as long as it takes. We will be sweeping the sidewalks along the parade route.

August 2: Window Washing Blitz 9:00 a.m. to noon and 1:00 to 4:00 p.m. If any homeowners would like their windows washed, please call Helen at 646-2029. I will get to as many people as possible, but a phone call would help save my feet.

If we do not get many windows to wash, I'll be sending the students out to homes to see if there are any odd jobs to be done.

I hope to see you at some of the Hire-A-Student week programs.



Herald photo

OFFICERS LAURIE LYBBERT, LEFT, COLEEN KING, KEN MCLEAN MAN PHONES



LARRY THAXTER, LEFT, JOHN GOODRIDER CHECK JOB BOARD

Youth jobs week's aim

Phone lines and staff of the local Hire-A-Student office are ready for Monday's Job-A-Thon as part of Hire-A-Student Week Monday to Friday.

Alison Wood, program administrator, says the office is hoping to get about 100 regular or part-time placements from homeowners and businesses throughout next week to help place students in summer employment.

By listing a job order with the office, the employer becomes eligible for a free dinner courtesy of various dining establishments in the city.

The annual Hire-A-Student Car Wash will be held Wednesday from 3 p.m. to 8 p.m. in the parking lot of City Centre Husky at 714 3rd Ave. S.

Price per vehicle is \$2 with all proceeds going towards financing Hire-A-Student activities.

Two job search skills seminars will be held for students at the office at 10 a.m. and 2 p.m. Tuesday on a drop-in basis.

Hire-A-Student Report

by Carl Hahn

The Hire-A-Student office has presented its first Certificate of Appreciation to Ernie Charlton. Mr. Charlton was named Citizen of the Week last Friday; he was the very first home-owner in the area to provide casual labour for a student. Thanks a lot, Ernie!

Not everything, however, is going so well. The year is off to a slow start all over Southern Alberta, and Claresholm is no exception. Although the lack of jobs is understandable, the low number of registrations from post-secondary students is surprising. Many students are out of university or college right now, yet very few are register-

ing with Hire-A-Student. Anyone knowing of an unemployed student should advise him or her about the H-A-S service. I need students before I can find jobs for them.

Now to clear up a misunderstanding that I run into quite often. When I get job orders for casual labour, I am

often asked how much I charge. The answer is that I don't charge; H-A-S is only a referral service. What I do is free, and that is to put students in contact with employers. It is up to the employer and the student to decide upon a wage before the job is begun. Employment legislation, such as

the minimum wage, is available at my office.

Last of all, I am still waiting for slogans for Hire-A-Student. I need some original ideas, so drop some off at the FCSS wing behind the Town Office, or call me at 625-4417. The best slogans will be printed in this column.



Employer of the week

Hire-A-Student manager Carl Hahn presents a certificate of appreciation to the Employer Of The Week, Ernie Charlton. Mr. Charlton was the first homeowner to hire a student to help him out this year. Ernie says his student is "Sure a good guy on the mower and fast too!"

Hire-a-Student Report

There are still many students looking for jobs in Strathmore and its outlying area. If you have any jobs, small or large, these students will be anxious to help you. Our office is open from 9 to 12 and 1 to 5, from Monday to Friday.

Please stop by or call us at 934-5342.

5. Promoting Special Events

Bonnyville



Ready for action

Outhouse racing has its hazards and so Bonnyville HAS coordinator Debbie Mutch helps the pilot of the HAS biffy, Thomas Pilkington, adjust his helmet. More details are on page 13.

(Note: the annual northeast Hire-A-Student Outhouse Race was implemented by Denis Fagnan, Hire-A-Student Advisory Council Member.)

St.
Paul



- 102 -

Hire A Student

A Student Summer Employment Program

RULES

1. All teams entering the 1st Annual Hire-A-Student Outhouse Race must fill out an entry form and return it to the H.A.S. office (2nd floor Lake Center Plaza, Grand Center) by 4:30 p.m., Friday, June 29, 1984. Early entries would be appreciated by the H.A.S. office -- the race date is July 4, 1984.
2. A team must consist of five (5) members. All five must be with the Outhouse at all times during the race.
3. One member of the team must be in the Outhouse at all times. Protective headgear and padding is advised.
4. The four remaining members must be on foot.
5. The name of the team should be displayed prominently on the Outhouse.
6. Structure of the Outhouse will be left strictly to the sponsoring group, providing that the outhouse:
 - (a) is not self-propelled (no motor, etc.).
 - (b) is recognizable as, or resembles, an outhouse.
7. Team members must be in appropriate costume.
8. The race shall be timed and the team completing the course in the shortest time shall be the winner. H.A.S. will not be responsible for any accidents resulting from the Outhouse race.
9. Prizes will be awarded for the following categories:
 - (a) First Wipe-Out
 - (b) Best Costumed Team
 - (c) Best Decorated Outhouse
 - (d) Most Brilliant Architectural Design
10. Registration Fee is \$5.00. All profits made will go to Classrooms for the Mentally Handicapped.
11. The first heats will be held at lunchtime (12:00-1:00 p.m.) on July 4, 1984. The winners of the heats will advance to the finals on Friday, July 6, 1984 also held at lunchtime. Prizes will be awarded in the following categories:
 - (a) 1st Place
 - (b) 2nd Place
 - (c) 3rd Place

***** So, get your staff together, and whip up a first class entry for the 1st Annual HIRE-A-STUDENT Outhouse Races. It'll be a Gas!!!



HIRE- a-STUDENT WEEK

OFFICE OF THE MAYOR

I hereby declare the week of July 1 to 7, 1984 Hire-A-Student Week in the Municipality of Crownsnest Pass.

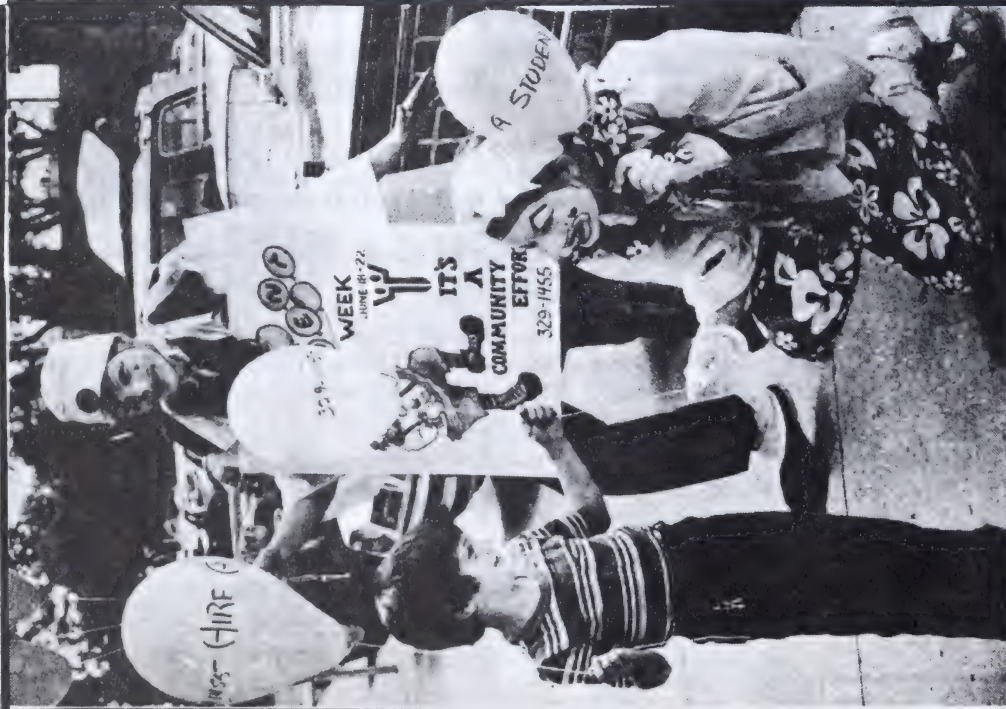
Student employment is often a vital first step towards becoming a productive member of society.

Students are eager and willing to work!

We look to continued excellent support in our community in the hiring of students over the summer.

Play your part!


John Irwin, M.D., F.R.C.S. (C)
Mayor, Municipality of Crownsnest Pass



Herald photo by JUDY KOSKOWICH

Clowning around

Hire-A-Student staffer Coleen King, kneeling to chat with a potential future employer, and Bill Seymour were on sandwich board duty Wednesday to promote Hire-A-Student Week at College Mall. Goal is to find 100 part-time or full-time jobs for students.

This is  **Hire A Student** Week!
...so get Involved!

H.A.S. Invitational "Pro" Golf
Tournament Tuesday, May 29 at
the Medicine Hat Golf Club

H.A.S. Display will be at the
Medicine Hat Mall,
May 28-June 2

It's time
to hire
a student!



- To work for a day, a week, a summer
- To do those jobs you've been avoiding
- To fill in for a vacationing staff
- To work around your home



Employment and
Immigration Canada

Employment
Immigration Canada

Alberta

Chambers of
Commerce Local Community
Groups

Student shoeshine booth successful creating jobs *Spruce Grove*

A shoeshine booth has proved the most successful job creation activity for Hire-A-Student.

Since the booth generated favorable feedback from the public at the Spruce Grove Trade Fair, Centre Manager Darlene Schwindt decided to include it in the Hire-A-Student week activities from July 3 to 7.

After a very successful day at the Farmers' Market, the students operating the booth decided to conduct this event every Saturday from 9 a.m. to 3 p.m. at the Co-op Mall until

Saturday, August 11.

During the next two weeks registration will be taken at the booth for a free labor draw to be made later this month.

One person will receive two hours of free labor.

The student can be responsible for doing anything from mowing the winner's lawn, washing windows, weeding the garden, cleaning the house, vacuuming the floor, or any other job around the house, Schwindt said.

The student's wages are sponsored by Hire-A-Student.

From July 9th to July 27th You can be the **HIRE-A-STUDENT SUPPORTER OF THE WEEK**

and win a \$20 gift certificate at

LETO'S STEAK & SEAFOOD HOUSE

There are 3 gift certificates to be presented to the person who has placed the most beneficial job order or contributed the most time and effort into the program!

Get Involved! Hire-A-Student

Contact:

Lorna Johnson

Lacombe H.A.S. Center Manager

Michener House, 5036 — 51 Ave.

782-5585



Hey Okotoks! Here comes

Hire A Student WEEK!!

July 3 & 4 - Odd Job Squads
will be out canvassing
homeowners for odd jobs.

July 5 & 6 - Bicycle Tune-Up
capable students will get those bikes
running like new!
Call for FREE pick-up & delivery!

July 7 - CAR WASH all day
at Moray Keith Pontiac
\$3.00 inside/\$3.00 outside/\$5.00 both

Phone 938-5443



Hire-A-Student week

Making it officially Hire-A-Student week, June 25 to 29, is Mayor Oscar Blais (seated) signing a declaration Monday at the HAS office at 108 Ave. and Clairmont Road. Hoping for a busy week and summer ahead for all their clients are (left to right) placement officer Rhea Karvonen, program administrator Pat Campbell and placement officer Carmen Rohne.

GRANDE PRAIRIE

Staff Photo by Kathy Murrie

Students spruce-up teen home

Take one large, peeling house serving teens-in-need that's in need of a few repairs itself.

Add a dozen or so hardworking student painters, carpenters and cleaners.

Mix well for one day, and voila — the McMan Youth Services home at 8615 104th St. gets a free facelift.

It's all part of Hire-A-Student's plan to tell the public to take advantage of the services of their student business persons, and at the same time lend a helping hand to an organization that could use one.

"This is a real break for us," said Robert Marvin, McMan program manager, as the students went about their business Monday. "It's fantastic. We needed a lot of repairs that we just don't have the money for."

The two-storey, white frame house is part of McMan's program to help emotionally-

disturbed teenagers learn independent living skills.

"We chose this organization because they deal with youth," said Norman McNeill, public relations officer for Hire-A-Student.

"We're mowing the lawn, doing some landscaping, renovating the back steps, painting the outside, and washing the windows," he added.

Not to mention sanding and painting the wooden fence and installing locks on doors.

The students are using about \$800 worth of donated materials.

McNeill urged other students, including those recently out of high school, to get on the bandwagon of offering their services to the public.

"The purpose of this project is to show that students can do a wide variety of high quality jobs and that they are very willing to work," says McNeill.



Hire A Student

By Nannette Ho

The dreaded slump has reached our office and incoming jobs have slowed down, but we are keeping busy with organizing some of the "Cochrane Country Days" events. There is still a lot to do. The Odd Job Squad is

itself keeping busy with window washing, selling buttons to help support the Westerson Cabin move, and selling "Cochrane Times" subscriptions. Busy, busy, busy!

There is still a lot of students available to work full time, part time, or just

for a few hours. All are still eager to find work. Despite the number of students available, we are doing better than last year.

The Cochrane Hire-A-Student office will close for the summer on Friday, August 17. Hopefully things will wrap up nicely and the program will continue with success.



Canada Day Kicks Hire-A-Student Week

July 3 - 6 *June 28-30*

Mon. July 2nd - Watch for our float in the Trochu Parade and also our popcorn stand on Main Street.

Tues. July 3 - H.A.S. window washing day blitz.

Wed. July 4 - Odd job squad day. Call our office to fill your needs.

Thurs. July 5 - Odd job squad day continues

Fri. July 6 - H.A.S. Annual Car Wash Day at McKee's. Car wash from 10:00 a.m. - 12 Noon & 1:00 p.m. - 5:00 p.m.

Call Sandy At 442-2213

For more information concerning Hire-A-Student Week or drop into the office located at the Trochu Town Office.



Hire A Student

742-4421

would like to thank the following stores for donating supplies for the Ice Cream Sale at the fair. Thanks to their support, it was a success!

**G & H Foods
AG's Dairy Bar
Co-op
Grocery Cart
OK Economy**

Stettler Refrigeration & Electric

And thanks to Beaver Lumber for donating a truck for the parade!



Employment and
Immigration Canada

Employment and
Immigration Canada



Chambers of Local Community
Commerce Groups



Hire A Student

Thursday August 2nd
is

★★★★★
Employer
Appreciation Day
★★★★★

Hire-a-Student would like to express their thanks to all employers who have hired through us. Thank you for your support!

Tracy Mann
Office Manager




HIRE-A-STUDENT

345-5913

Would like to thank the Ventura Hotel for making our Grand Opening a success.

Hire-A-Student this Summer!

THIS AD SPONSORED BY MEXICAN ARTIFACTS.



H.A.S. sponsors poster contest *Vermillion*

Hire-A-Student Manager Lynn Misick (left), Dione Wasylishen, Scott Bossert. Last week Dione and Scott, both grade three students were rewarded for their efforts after entering the Hire-A-Student poster contest. The contest was designed to help promote the Hire-A-Student program. Entries in the contest were displayed at Lakeland Mall for a week. In the grade 1-3 category winners were: 1. Scott

Bossert; 2. Dione Wasylishen; 3. Bradley Shubert. Grades 4 to 6, winners were: 1. Christa Jacelko; 2. Jerry Riley; 3. Lorna Fleming. Lynn Misick expressed her appreciation to merchants who donated prizes for the contest: Macleods, Vic's Pharmacy, Long's Drug Store, Eastalta Co-op and Radio Shack. Judges involved in the competition were: Paul Hollyoak and Yolande Karwandy.

HIRE-A-STUDENT WEEK JULY 2 - 6

Lethbridge

HIRE A STUDENT WEEK JUNE 22-28



- **Tuesday, June 19** — Job Search Seminar
10 a.m. and 2 p.m.
- **Wednesday, June 20** — Hire A Student Car Wash
- **Thursday, June 21** — 1090 CHEC Live On Location
at Hire A Student
- Watch and listen for the Hire A Student Job-A-Thon all week — help us reach our goal of 100 placements
- Free Hire A Student Balloons will be given out all week in local malls

This ad is sponsored by these community minded businesses:

北京園
Peking Gardens Restaurant
1103 - 3rd Avenue South, Lethbridge
328-5503 328-3300

Elegant Furniture & Interiors Ltd.
 324 - 13 St. North
Lethbridge, Alberta
The Accent is on Quality **329-1364**

MIDLAND LIQUIDATORS
"Prices are born here and raised elsewhere"
520 "B" 13 Street North,
LETHBRIDGE **329-8300**



CALL:



329-1455

A-1 SUBMARINE
 **— ALWAYS FRESH —**
• Monday-Thursday 10 a.m.-2 a.m.
• Friday and Saturday 10 a.m.-3 a.m.
• Sunday 12:00 noon-10 p.m.
617 - 4th Avenue South,
LETHBRIDGE **329-3130**

VERSATILE — NOBLE
PARTS **328-8041** SALES **328-7071**
BRIDGE FARM CENTRE
 3605 - 5th Avenue North,
Lethbridge, Alberta

Skelton's R_x Pharmacy 1983
424 Mayor Magrath Drive, Lethbridge **328-3565**



Hire A Student

A Student Summer Employment Program

Beware July 10 - 14 *Hire-A-Student Week* *has hit Morinville*

- Get your lawn mowed on Tuesday, July 10
Lawn Mowing Blitz
- Dirty windows? Now's the time to get them clean. Wednesday, July 11.
Window Washing Day.
- Get back at your employers!
Employer - student baseball game. Thursday evening, Diamond 1, Vanier Grounds - 7:00 p.m.
- Take a break! Hire a student during
Babysitting Day, Friday, July 13.
- Car wash!! Go in style with a clean car
Saturday, July 14, 11:00 a.m.

**For more information or to place your order,
call Stacy at 939-5156 or drop into her office
at the Morinville Historical-Cultural Centre.**



Employment and
Immigration Canada

Employment
Immigration Canada

Alberta



Hire A Student

PRESENTS

A BREAKFAST OF CHAMPIONS

Featuring CHJAZZ (Crescent Heights High School Jazz band) and some of Medicine Hat's Local Champions

Friday, May 25th

7 a.m.-10 a.m.

OK Economy Parking Lot

FREE

"Come and join the fun!"



Employment and
Immigration Canada

Employment
Immigration Canada

Alberta

Chambers of
Commerce Local Community
Groups



Hire A Student

Drayton Valley

CAR WASH

July 21st

9:00 a.m. to 4:00 p.m.

Bay Parking Lot

for more information call Becky

542-7661



Employment and
Immigration Canada

Employment
Immigration Canada

Alberta

Chambers of
Commerce Local Community
Groups

6. Odd Job Promotions

Drayton Valley

Hire-A-Student help available

Have you been putting off that major cleaning job to the family car? If so, 10 eager students will be on hand to wash your car inside and out at the Bay parking lot this Saturday in the first of several job creation projects organized by the local Hire-A-Student (HAS) office.

HAS co-ordinator Becky Heinemann plans to hold another such project later in the summer, although she has yet to decide if it will entail a car wash, park clean-up or window-cleaning.

She spent three days last week on her annual 'odd job blitz', a program designed to make the public aware of the variety of services available through her office. With most of the full-time jobs having been filled by high school and university students, the younger students need day to day casual labor to keep them busy over the summer.

"If they're eager and go-getters they can work three or four days a week," Heinemann said, adding the odd job blitz is primarily for the 12 to 16 year age group. Wages are up to the employer for domestic work, as minimum wage laws don't apply.

She spent last Wednesday at the local farmer's market with area co-ordinator Mary Lou Van De Bon of Edmonton, who was in town to assist and set up a large mural of color photographs depicting students at work in various capacities.

The previous day Heinemann placed flyers informing of the blitz on car windows in local shopping areas. Thursday found her putting stickers on 100 pizza boxes at a restaurant, and on Friday she gave grocery store cashiers around town leaflets to drop into people's grocery bags.

The recent hail storm has kept the phone ringing at the HAS centre with people wanting their ruined gardens plowed under or their fences repainted. Housecleaning jobs are also on the increase as people hear of students' work from satisfied neighbors.

More than 100 students have registered at the HAS office since it opened last month, and of the 74 full-time and casual jobs registered only five remain for the moment.

Cochrane

Hire-A-Student has high hopes

The local Hire-A-Student office is starting up for the summer ahead. An increasing trend of job openings for students has been met in Calgary and hopefully this same trend will

occur out here. Things are already looking more and more prosperous each day as jobs are open. Within a week of opening, our office has already placed a person in a job, and is conducting interviews with students.

This summer the office is located in Pioneer Square and not in the Provincial Building. As well, new hours are in effect, opening from 8:00 a.m.-4:00 p.m. from Monday through Friday. The phone number is 932-6810.

Our office has received many registrations from the junior high school and high school, which means students are very eager to work; but we do lack registrations from students

who are available to work immediately or almost immediately. There are openings in the construction field and in the study of historical artifacts.

This year job creation will be a major project for the 12-15 year olds and hopefully an "Odd Job Squad" can be formed. The tasks performed by this squad can be anything from babysitting to yard work and are available for any amount of time.

An item stressed by the Hire-A-Student office is that we offer a free service to the community in helping them search for the right person.

A special thanks to all those who have been kind and helpful in starting the Hire-A-Student program in its first week here in the Cochrane area.

For any questions please feel free to contact the office at 932-6810.

Vermillion

OPERATION VACATION!

Leaving home for the holidays? Have a student take care of your lawn, garden, plants, pets, mail, etc. Have a worry free holiday. Think Young • HIRE • A • STUDENT



Canada Alberta

Chambers of Local Community
Commerce Groups

PHONE: 853-4725
Hire A Student



ON THE JOB EXPERIENCE—Hire-a-Student youth workers were busy last week cleaning up Sylvan Lake's windows, sweeping its sidewalks and mowing its lawns. Hire-a-Student Week was a successful venture for 29 students under 15 years old. They raised over \$275.

Window washers at the Town Office are Connette Berg, Nicole Grant, Tammy Blackmore and Helga Huebner. Miss Grant was chosen the week's most efficient worker.

THE ODD JOB SQUAD IS HERE TO SERVE YOU THIS SUMMER:

- ☐ to mow your lawn
- ☐ to wash your windows
- ☐ to walk your dog
- ☐ to clean your yard
- ☐ to clean your house

YOU NAME IT !!!!

FOR MORE INFORMATION ABOUT THE
ODD JOB SQUAD CONTACT:

LOUISE ODLAND
HIRE-A-STUDENT OFFICE
TOWN OFFICE
345-5913

Vermillion

ODD JOBS?

House cleaning
Painting
Lawn Mowing
Yard Work
Wash, Wax, Clean car
GIVE YOURSELF A BREAK

Window Washing
Farm Help
Weeding

Hire a Student

Stewart Building
Open Mon. - Fri.
9:00 A.M. - 5:00 P.M.

Ph: 853-4725

Canada Alberta

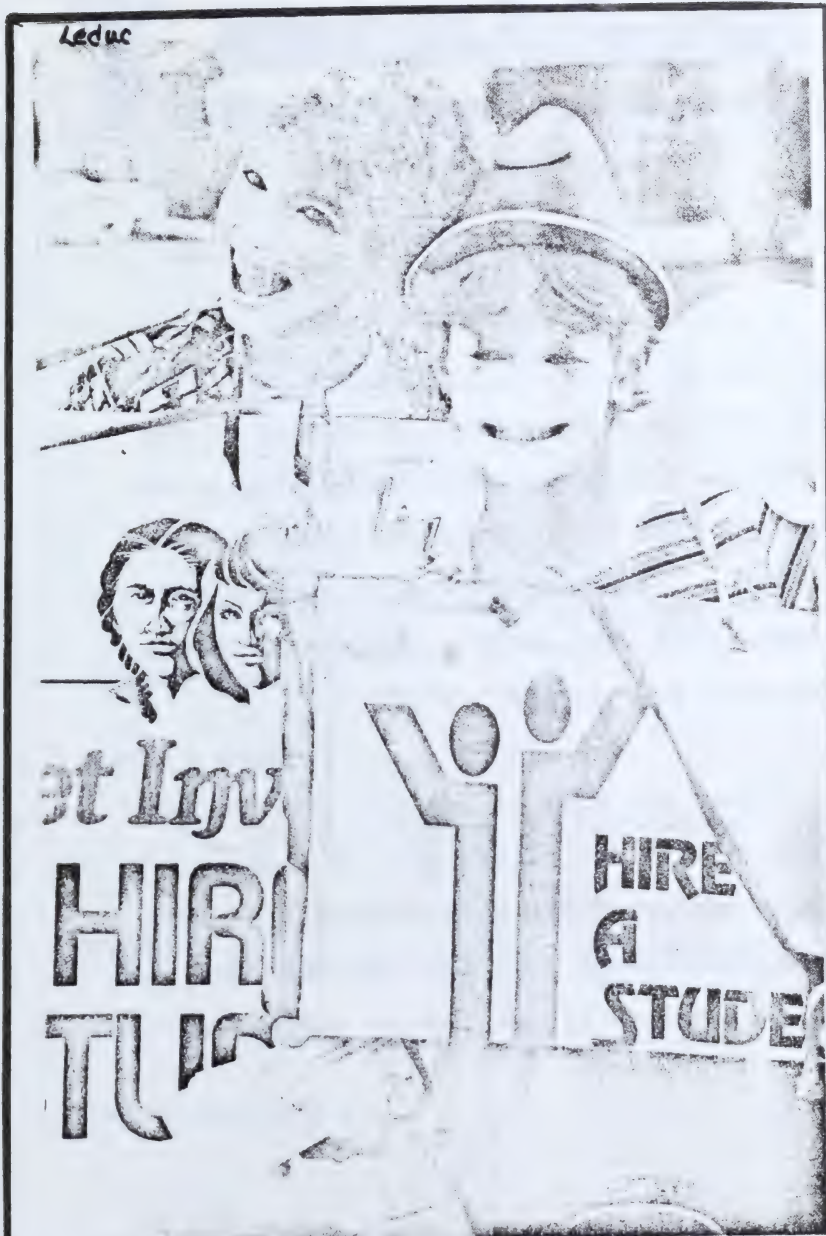
Charters of Local Community
Committee Group



ST. ALBERT GAZETTE

**Ready, aim ...
splash!**

The St. Albert Hire-A-Student office sponsored a car wash Saturday at St. Albert Centre with a group of enthusiastic students supplying the labour. The weather was fine, the clients happy and co-ordinator Karen Sloane (above) found it a refreshing experience. Photo by Howard Tanner.



Odd squad

The odd job squad at work. Karen Blanchard on skates and Troy Young on a unicycle made the rounds in Leduc searching for employers.

For your enjoyment, here's some odd job humour from RED DEER.

Note: This item is for H.A.S. centre manager eyes only.

💡 I propose an odd job network called Rent-A-Kid. Many adults wish they had kids on which to exercise their maternal or paternal tendencies yet they have no kids of their own on whom to place affections. Didsbury H.A.S. would love to supply students for this very purpose. The student would charge a nominal fee for the express purpose of being spoiled and pampered. Consultation with students indicate that many student are more than willing to perform this task.



Hire A Student

Student Summer Employment Program

ODD JOB SQUAD

Hi, my name is _____. I'm a member of the odd job squad. I am part of the Hire-A-Student program, and I am willing to do any odd job that you can come up with, and that I can handle. I can babysit your plants, mow your lawn, weed your garden, wash your windows or clean out your garage. I can ...

So, next time you have an odd job that you don't have the time to do, please give me a call. The phone number at the Hire-A-Student office is 825-2284. Please tell them my name and that I am a member of the odd job squad.

Thank-you.



have any odd jobs?
call: 825-2284



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Hire A Student

Student Summer Employment Program

HINTON RECREATION COMPLEX

PHONE 865-4412

PROJECT CONTRACT FOR
WINDOW WASHING AND
SIDEWALK SWEEP BLITZ

ACTIVITY: _____

COMPANY'S NAME: _____

COMPANY'S ADDRESS: _____

TELEPHONE: _____

COMPANY CONTACT: _____

DONATION AGREED UPON: _____

DATE: _____

EMPLOYER'S SIGNATURE: _____

PROJECT MANAGER'S SIGNATURE: _____

7. Center Closing



Left to right: Jeremy Rittwage, Casey Craft, Clarke Dumont, Jason Singbeil; part of the Odd Job Squad.

Hire-A-Student has very successful summer

By Betty Dargie

The Hire-a-Student office closes for 1984 on August 17, but it's been a spectacularly successful summer.

According to Center Manager Nannette Ho, more than 160 students have registered with Hire-a-Student in Cochrane this summer. That's more than double last year's total.

Ho said Hire-a-Student has done especially well finding casual labor placements this year.

"This month alone we've had 42," she said. "Last year there were only seven or eight in August."

But she modestly refused to take any credit for the program's success.

"It's not me. I think it's just that more people are aware of what's going on (with Hire-a-Student)."

This is the fourth year the program has been in effect in Cochrane, Ho said, and

she thinks "word of mouth" advertising from satisfied employers is largely responsible for the increase in placements.

David Anderson, of the Hire-a-Student supervisory committee, doesn't entirely agree.

He gives Ho considerably more credit than she gives herself.

"I think that Nannette's done an outstanding job," he said.

However, he agreed that greater public awareness of the program this year has had a big impact.

"This year we've marketed ourselves better," he said.

Twice they sent letters to potential employers, he said, and the Odd Job Squad delivered flyers to all the residences in town as well.

Anderson also pointed out that this year Hire-a-Student had enough money to

hire a full-time center manager at the beginning of May. In previous years the office had been open full-time only from the beginning of July.

Anderson gave his fellow committee members, Dr. Kelly and Alf Gould, considerable credit for the program's success, too. The committee was responsible for recruiting Ho, as well as planning and budgeting for the center.

He also singled out the Co-op Center Credit Union for special thanks for providing office space in Pioneer Square at no charge.

"And Joe at Mountain Jeanery was very helpful in setting up the office," he added. "He's a good neighbor."

The committee is also grateful to the Chamber of Commerce for "Their support, assistance and money contribution," Anderson said.

Hire a Student

As I close my office doors once again, I would like to say that Hire-A-Student has had another very successful summer. Without the tremendous support of the community, this success would not have been possible.

A special thanks to the staff of the Athabasca Echo for all the advertising space. It is greatly appreciated. To my committee, Roland Guedo, Ole Hermanson, Joy Hayward, and Audrey Gilbert, thanks for the support, the confidence, and the confidence in me. It was, once again, a pleasure working with you. To Norah McRae, my area coordinator, thanks for your guidance and understanding.

An equally special thanks to the employers of Athabasca. In addition to developing positive employer-employee relations among youth, support for the HAS program, such as yours, the students got a chance to expose themselves to the labour market.

To all the HAS applicants (136 students), give yourself a pat on the back. You were all eager and willing to go to work. It takes many qualifications to get a job and a positive attitude is one of them. You all possessed that certain attitude. Keep that attitude; do not let it slide into anything but more positive. A very special thanks to all of you. You, the students, are a crucial part of this program; without you, the program would not exist. Your willingness and promptness will get you a long way in the job market. Good luck in the future. I hope it brings you what you are reaching for. It was a pleasure working with all of you.

Thanks Harvey Gilbert, for it was a pleasure working with you, and meeting all the interesting people you introduced me to.

Fairview

THANKS

TO ALL THOSE WHO HIRED STUDENTS THIS SUMMER

- | | | | |
|----------------------|-------------------|----------------------|-----------------------------------|
| - Janet Buholzer | - Walter Doll | - Rhonda Lund-Duggan | - Vera Halverson |
| - Ed Kellier | - Brenda Heath | - Lee Murphy | - Don Young |
| - Annette Roy | - Vic Chelich | - Anne Dube | - Lois Ayling |
| - Keith Thompson | - Sam Smith | - Don Fix | - Lloyd French |
| - Rosalyn Hart | - Mary MacArthur | - Mr. and Mrs. Luken | - Dr. Nagge |
| - William Paulovich | - Pat Clegg | - Bonnie Lof | - Amy Gardner |
| - Michel Buitendyle | - Dawson Beaver | - Monica Madigan | - Fairview School Division |
| - Marilyn Gorham | - Marion Taylor | - George Webber | - M.D. of Fairview |
| - Kathleen Coristine | - Barbara Darling | - Dennis Radbourne | - Fairview College |
| - Olive Lancaster | - Dorothy Clegg | - Rod Gillett | - Fairview College Library |
| - Mary McDonald | - Grant Ralston | - Grace Pawluk | - Town of Fairview |
| - Don Howden | - Alice Chelich | - Vi Mihailoff | - Waterhole Oldtimers Association |
| - Bernie Puetz | - Joe Shuhany | - Bill Holst | - Ray Madigan |
| - Lori Kramer | - Carol Matchett | - Mary Marple | - Joe Dobrich |
| - C.N. Wagner | - Cliff Duncan | - Jack Sereda | - Doug Lundeen |
| - Harley Stauffer | - Mr. Angus | - Dick Mann | |

SPECIAL THANKS TO

- Dell Roberts, Ed Kellier, Greg Woronuk, the Hire-A-Student Committee members
- The Fairview Post
- The Fairview Bakery
- Olga, Don, Janice, Velma, Tracee, Gail, Glenda and Ken of the Town Office; Marion and Sheilagh of the Fish and Wildlife and Public Lands Division for all their time, patience and help



Tracy
Tracy Mann
Office Manager

THE FAIRVIEW HIRE-A-STUDENT OFFICE IS NOW CLOSED

Thanks to the community of Lacombe, the 1984 Hire-A-Student summer program has been a complete success.



- 218 students have actively registered.
- 259 job order vacancies have been filled; both casual and regular.

Thanks for your support!

Hire A Student




**Our Season Ends
Friday, Aug. 10
Phone Us Today!
At 443-7323**

Three Hills

Medicine Hat

THIS IS YOUR LAST CHANCE

to get those odd jobs done around your home or business!

The  **Hire A Student** office closes

August 17.... So call us today at...

527-8563



Employment and
Immigration Canada

Emploi et
Immigration Canada

Alberta

Chambers of
Commerce

Local Community
Groups

Lacombe

HURRY AND REGISTER!

Quick, place that job
order! The Hire-A-
Student is closing in two
weeks!

August 15

Phone 782-5585

Contact:

Lorna Johnson
Michener House
5036 — 51st St.

 **Hire a
Student**

This week's Hire-A-Students supporter
of the week is:

Clint Allen, Co-op Shopping Mall

Thank You Two Hills For Your Support!!!

Corene Elkow
HAS Centre Manager
Two Hills, 1984

Watch For Hire-A-Student Next Year!

Letters to the editor

Hire-A-Student sends out thanks

Dear Editor:

I would like to take this opportunity to thank the town and all the people who were and are supportive of the Hire-A-Student program here in Cochrane this summer.

The following people deserve a special thanks for their time, effort and devotion: Mike Thompson, Nanuk Engineering; Joe MacEwan, Mountain Jeanyery; Ian Brooker, Foodmaster; Wally Lepp, ICA; Mike Cowtan, Lucky Penny Pizza; Jay and Paul Larson, Action Courier; Gerry Oatway, Oatway's-Welding; Lorne Stenseth, A.E. LePage; Verna Page, Mac's Convenient Store; Martin Schmitke,

Town Manager; Peter Polachek, Public Works; Mary Maxie, Cochrane Times; and the Cochrane This Week staff.

We are most grateful for the local media's support. They helped us a lot when they covered Hire-A-Student events and also in employing students whenever they could throughout the summer.

Also I would like to thank all the students who registered with us and without which I would have been out of a job...Thanks!! Actually students are what made the program the way it is, plus they made my summer a little more enjoyable.

The Chamber of

Commerce has done a lot for us as well — employing students or helped whenever we ran into difficulties and to them I owe a great deal.

Statistics this summer indicate that success has come to Cochrane and we have reached an economic turnaround. Thanks to more public awareness and support.

I am happy to say that all the hard work of the past centre managers is finally showing. Thanks for making me look good guys and girls! Hopefully the success will continue.

Thanks again,
Yours truly,
Nannette Ho

P.S. The Hire-A-Student office closes

Aug. 17. Have a great summer.

Trochu
Hire A Student
Last Call

For Student Workers Is August 9 At The Trochu Hire-A-Student Office.

**Phone Sandy Cunningham
At 442-2213**

To Get The Job Done

Heard the latest?

Hire A Student

The Hire-A-Student office will close Aug. 10, so if you have a job that needs to be done, give Carrie a call today at 865-4412.

...Hinton recreation news

HAS thanks communities

Spirit River

Dear Editor;

The Hire-A-Student office will be closing its door on August 17. This year the office placed 132 students in regular and casual jobs. I would like to acknowledge and thank those people

who helped make the program a success.

Without people phoning in or coming to the office with job orders, the office could not succeed in its ultimate goal - finding work for students. I would like to

thank the people in the community of Spirit River and the surrounding areas who hired students.

This summer was a rewarding and educational experience for myself. I enjoyed meeting the

employers of the area and getting to know the students. I would like to thank those students who were eager to work and helped to make my job a little easier.

Fran Sekulic
1984 Hire-A-Student
Manager

Smoky HAS reports good summer

By Erika Richards

Hire-a-Student offices in the Smoky River area are reporting excellent summers.

Lorraine Beaupre, Hire-a-Student (HAS) placement officer in McLennan, said she has almost run out of students for jobs.

Most of the students who registered with the HAS office have been placed, she said and some have found jobs on their own.

HAS placement officer for Falher, Lise Labbe said she has 42 of her 65 registered students working.

Both locations still have a few younger students who are looking for casual work but that

is not a problem for the offices.

"Casual jobs come in every other day," Ms. Beaupre said.

Both the McLennan and Falher HAS offices held their Hire-a-Student Week.

The offices held a window washing service for businesses, lawn mowing and a hot dog sale.

The McLennan office held a coffee break service which suffered a bit because of the weather.

Falher sent out an Odd Job Squad which was not as successful as hoped, Ms. Labbe said. A bathtub race on July 20 had to be cancelled

for lack of participants.

Future plans for the HAS in McLennan include another hot dog sale because of the success of the first one. Students are now preparing a float and booth for the Smoky River Agricultural Fair which takes place Aug. 3 to 6.

HAS offices around the region attended a midsummer meeting where they discussed ideas for promoting their services. Several good ideas came out of that meeting but Ms. Beaupre hasn't had enough students to implement some of the ideas.

One idea that Ms. Beaupre does hope to try

is called a Saturday Shift. Businesses that need very casual work done such as shelf cleaning, can have a student come in and work for an afternoon.

Ms. Beaupre has only had to turn down one request for a student but that was because of age limitations.

The Falher office has not turned any employers down yet, but Ms. Labbe fears they may have to. She has had a few calls for students to work in Girouxville and is having a hard time finding students for that area. However, she reports that there is no lack of jobs.

HAS manager announces closure

Dear Editor,

It's hard to believe that the summer is half way over already... but that means that you still have half of this summer to earn a little bit of pocket money before heading back to school if you're a student, and over a month left to have some of those odd jobs finished up that you promised yourself you would get done this year if you're a homeowner.

The perfect opportunity to accomplish both of these would be

to get involved in our Odd Job Days that are going to be held on August 7 and 8. These two days will be totally dedicated to our Odd Job Squad and to your odd job needs. If you have a task that needs to be done, whether it's windows that need to be washed, lawns that need to be moved, gardening that

needs to be taken care of, painting, babysitting, or housecleaning, if you give Hire-A-Student a call at 443-2224 we will try to find you a student to get it done.

The HAS office will be closing on August 10, 1984 and so I would like to encourage you to plan ahead. If you are going to want a student for anytime after the 10th, give me a call now and reserve your help for the time you'll need them.

It has been a pleasure working with you this summer. Thank you all for your input and your part in making Hire-A-Student a success in Three Hills this summer.

Yours truly,
Janet Scotland,
Three Hills HAS manager

THANK YOU

GRAND CENTRE, COLD LAKE AND
MEDLEY FOR SUPPORTING



Hire A Student



It has been
a true community
success!!!

Maryanne Bushore
HAS Manager



Employment and
Immigration Canada

Employer
Immigration Canada




Chambers of
Commerce
Local Community
Groups

To those who hired a
Student,

To those who donated
goods and services to
Leduc Hire a Student,
and to the Students of
Leduc.

Thank-You

Your contributions
and efforts once again
made

“  Hire A Student ”
a Success

CLOSING August 17



Call us now for your
help this fall

Grande
Prairie



Hire A Student

10809 - 100 St.

532-5599



Employment and
Immigration Canada

Employer
Immigration Canada



Chambers of
Commerce
Local Community
Groups

Time Is Running Out!

The St. Paul Hire-A-

Student Office Will

Be Closing on

August 24

If you need:

- * A BABYSITTER
 - * YOUR LAWN MOWED
 - * FARM HELP
 - * YOUR GARDEN WEEDED
 - * YOUR FENCE PAINTED
 - * YOUR CAR WASHED
- or just about anything!



Hire A Student

Call 645-5682

Employment and
Immigration Canada

Employment
Immigration Canada

Abarta

Chambers of
Commerce
Local Community
Groups

THANK YOU

VERMILION and DISTRICT

FOR SUPPORTING



Hire A Student

It has been a true community success.

Closing Date: August 17.

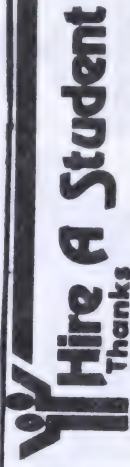
Lynn Misick
HAS Manager

Employment and
Immigration Canada

Abarta

Employment and
Immigration Canada

Spruce Grove



Hire A Student

Thanks




All Businesses, Homeowners & Schools Who Helped Make The 1984 Season A Success!!

Special Thanks To:

H.A.S. Committee	Parkland Medical Associates
Associated Business Equipment	Provincial Sanitation Ltd.
Bedford's Mens Wear	Spruce Grove I.G.A.
Spruce Grove Esso	Stony Plain Co-op Ltd.
Williams' Western Wear	Agricultural Society
Sam Stores	Spruce Grove & District
K's Plants & Gifts	Chamber of Commerce
Kari-Lynn's Fashions	Spruce Grove Trade Fair
London Shoe Clinic	Committee
Grove Drugs	Grove Examiner
Boston Pizza	Canada Safeway
	Grove (Home) Hardware Ltd.
	McDonald's
	Fuhr Ford Ltd.


Office Closes Aug. 17th

See You Next Year!




The
**Hire
A Student
OFFICE**

WILL BE CLOSING FOR THE SUMMER
ON FRIDAY, AUGUST 24, 1984
WE WISH TO THANK
THE BUSINESSMEN, HOMEOWNERS AND STUDENTS
WHO USED OUR FREE REFERRAL SERVICE
THROUGHOUT SOUTHERN ALBERTA THIS YEAR.
**WE APPRECIATE
YOUR SUPPORT
THANK YOU**




Employment and
Immigration Canada



Chambers of Commerce Local Community
Groups




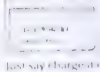
The Hire-A-Student Office
Will Soon Be Closing (August 17)
Call Today: 853-4725
MON. to FRI. 9:00 A.M. - 5:00 P.M.
Stewart Building, Vermilion

Canada 

Chambers of Commerce Local Community
Groups

8. Other

(Ad Tags)

<p>19⁹⁷</p> <p>Misses' T-shirts. Sizes S., M., L. Eaton price, each</p> <p>10⁹⁷ to 17⁹⁷</p>	<p>Don't miss out! Hurry in while quantities last! Personal Shopping Only</p>	<p>11⁹⁷ to 21⁹⁷</p> <p> Hire A Student 329-1455</p>
<p>Shop in person or dial 327-8551 Eaton's telephone order service</p>	<p> Just say charge to your Eaton's account! We also serve you 251-8810/329-1455 for Personal Shopping Only</p>	<p>EATON'S WHERE YOUR VALUE IS GUARANTEED</p>

DYNACHARGE TODAY FOR NON-STOP SAVINGS!

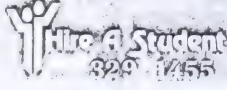
DYNACHARGE DESK TOP BATTERY CHARGER SET Set includes four AA nickel cadmium rechargeable batteries and charges up to ten AA, C or D, or one 9 volt or four AAA nickel cadmium rechargeable batteries. Ideal for any household with portable stereos, several flashlights or other battery-operated items.

SALE Each 39.99

DYNACHARGE Manufacturer's Special Offer!
NC240-2AA CHARGER UNIT Complete with two AA cells
Each 19.99
NC9 22XAA WALL UNIT Complete with two AA cells
Each 9.99

SELLING THROUGH SATURDAY WHILE QUANTITIES LAST.

SPORTING GOODS *Kethbridge*

 329-1455

Woodward's


It's a dazzling collection of exciting colors and shapes


399 to 2250 each
Sears reg. \$7.99 to \$46

The savings are unbelievable... the styles are very definitely today! Come in soon to see for yourself. We're sure we have the styles, colors and sizes that greatly appeal to you this season. Not all styles, colors and sizes are available in all stores. Shop in person for best selection.


Prices in effect until Saturday, June 30th, 1984, or while quantities last.

Sears Canada Inc. "Reg" or "Was" refer to Sears prices. Open 9:30 a.m. to 5:30 p.m. Monday, Tuesday, Wednesday and Saturday and 9:30 a.m. to 9:00 p.m. Thursday and Friday. Sears Automotive Centre open 8:00 a.m. to 5:30 p.m. Monday, Tuesday, Wednesday and Saturday and 8:00 a.m. to 9:00 p.m. Thursday and Friday. Some limited quantities. Personal shopping only!

 Credit available

 Hire A Student
329-1455

Sears
your money's worth...and more

Sears 
OPTICAL CENTRE

We Salute Hire a Student


For Assistance Call

986-2261

Prices Effective from Monday, June 4 to Saturday, June 9, 1984

Monday - Friday 9:00 a.m. - 9:00 p.m.
Saturday 9:00 a.m. - 6:00 p.m.

We Reserve the Right to Limit Quantities
986-2261



Community Calendar

Today

Lethbridge Singles Club golf at Par 3 at 6:15 p.m. Hostess is Joyce, telephone 320-1830. Coffee at Fiddler's at 8:30 p.m.

Hire a Student Car Wash from 3 p.m. to 3 p.m. at City Centre Husky Station, 714-3 Ave S. Proceeds to the Odd Job Squad.

Overeaters Anonymous regular meeting at 7:30 p.m. to 9 p.m. in St. Patrick's Church basement. Details 329-9242 or 329-6718.

Christian Science testimony at 7:30 p.m. in the church auditorium, 1203 4th Ave., S. Everybody welcome.

Thursday

Lethbridge Singles Club horse shoes in Indian Battle Park June 28 at 6 p.m. Hostess is Della K., telephone 327-8327.

Upcoming

People Against Impaired Drivers (PAID) Bake Sale June 29, starting at 9:30 a.m. in College Mall (Woolco). Group members will also be passing out information on the organization's aims and objectives.

Fishing Derby at Beaver Mines Lake June 30

Co-operative

Association Ltd.

AS NEAR AS YOUR TELEPHONE

All Co-op departments in Ranchland Centre



627-CO-OP

(2667)

Farm & Home Centre, Pincher Creek.....	627-3606
Bulk Petroleum & Propane.....	627-3626
Creamery.....	627-3245
Cowley Grocery Store.....	628-3777
Farm & Home Centre, Cowley.....	628-3763

Where all SAVINGS are returned to member customers

NOTICE:

All advertised Co-op Specials are effective:
Monday to Saturday of each week

CO-OP

COMING EVENTS

at the Ranchland Mall

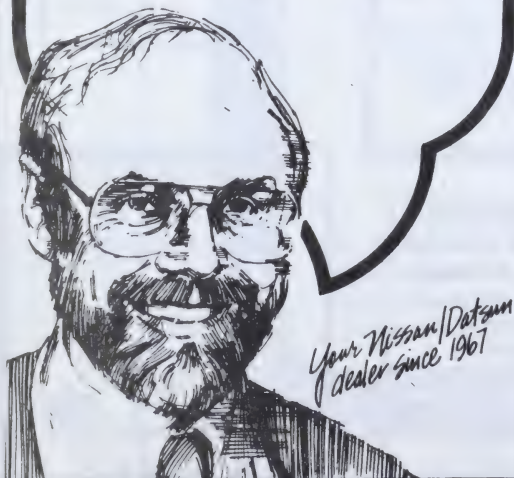
July 6.....	Hire-a-student bake sale
July 7.....	Hire-a-student car wash
July 9.....	\$1.39 day
July 9 - 14	Sunwest Cabinets demo & display
July 16 - 21.....	Royal City Antiques

GERO Showhome open Friday 10:00 a.m. to 9:00 p.m. and Saturday 10:00 a.m. - 6:00 p.m.

Watch this column for Co-op Coming Events

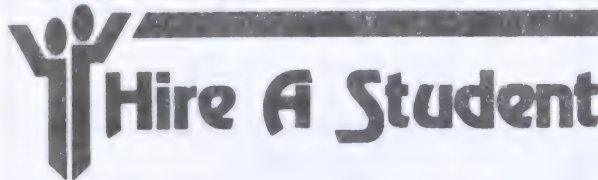
Any charitable organizations are invited to make use of our mall.

**HIRE A
STUDENT ...
... THEY HELP!**



THURSDAY JULY 19

ITV (Y-8)	CBXT (Y-4)	CBXT (Y-5)
7:00 SIZE SMALL		
7:30 ROCKET ROBINSON		
8:00 IT'S A NEW DAY		
8:30	ROYAL TOUR	
9:00 100 HURLEY STR.		
9:30	JIMMY PHAIR	
10:00 PHIL DONAHUE	FRIENDLY GIANT	ANTINERIE-DE L'OURS COLABOL
10:30	MR. DRESSUP	LE TEMPS DES CHOIX
11:00 EDMONTON KLOONKE	DEANNE STREET	LES ATELIERS
11:30 *PARADE*		DANIEL BERTOLINO
12:00	WIDDY NEWS	PREMIERE EDITION-FABIOLES
12:30 NIGHTY HERCULES	ALL IN THE FAMILY	AVIS DE RECHERCHE
1:00 DAYS OF OUR LIVES	ALL MY CHILDREN	REFLETS D'UN PAYS
1:30		
2:00 SUPER PAY CARDS	WOK WITH VAN	CINEMA: PAPA D'UN JOUR
2:30 IT'S YOUR MOVE	CORONATION STR.	
3:00 YOUNG & RESTLESS	CANNON REFLECTS	
3:30		
4:00 4 'CLOCK ROCK	DO IT YOURSELF	LE ROBINSON SUISSE
4:30 WELCOME KOTTER	COMING UP ROSIE	FELIX ET CIRIOLETTE
5:00 CAROL BURNETT	HAPPY DAYS	LES AIGUILLAGES DE NEVE
5:30 ENT TONIGHT	THREE'S COMPANY	TELE 5: LES JEUX OLYMPIQUES
6:00 ITV NEWS	NEWSDAY	
6:30 NASH		CE SOIR
7:00 T.J. HOOKER	FRANK	BASEBALL: MONTREAL A HOUSTON
7:30		
8:00 MOVIE:	ROYAL GALT	
8:30		
9:00		QUEBEC MER ET MONDE DE QUEBEC
9:30		SENIES EN MER EN VACANCES
10:00 ITV NEWS	NATIONAL-JOURNAL	JACQUES CARTIER
10:30		SPORTS ALBERTA
11:00 SCTV NETWORK	NATIONAL UPDATE	TELEJOURNAL
11:30 INSIDE SPORT	GOOD ROCKIN' NIGHT	LE POINT
12:00 TRAPPER JOHN		CINEMA: HUSAKI
12:30	CANNON	
1:00 CHARLIE'S ANGELS		



LLOYDMINSTER
4801-44 STREET
825-2284

VERMILION
STEYART BUILDING
853-4725

Use Summer Energy



Hire A Student

DEB GRAY
CENTRE MANAGER

HIRE A
STUDENT



(Newspaper Fillers)



Hire
A
Student

PLEASE NOTE
STARTING JULY 23rd
the Hire-A-Student Office
will be open from
9 a.m. til noon

ARE YOU DOING
THINGS THE HARD WAY?

HIRE A STUDENT

TO HELP

STUDENTS ARE
WILLING TO:

- Babysit
- Gardening
- Painting
- Lawn Mowing
- Housework

PHONE 223-3900



Hire
A
Student

Employment and Immigration Canada
Employment and Immigration Canada
Aboriginal Communities

IT'S GOOD
ALBERTA
BUSINESS
TO
"HIRE A
STUDENT"

CALL **PEACE RIVER**

624-4484

Lacombe

**WE ARE
MOVING!**



The offices of the



- Lacombe Chamber of Commerce
- Lacombe Community Bus Assoc.
- Lacombe Hire-a-Student

will be moving as of

JULY 1, 1984

to the Michener House

located at 5036 - 51 Street

Phone numbers will remain the same:

Hire-a-Student

(Lorna)

782-5583

Community Bus

(Donna)

782-4300

Chamber of Commerce

782-4300

Purchase your:

✓ Pins & Spoons

✓ History Books

✓ Dodgers Shirts

✓ Ball Tournament Tickets

✓ Lions Shirts

✓ Lions Hats

✓ Dodgers Hats

✓ Community Bus Hats

Editorial *Morinville*

In the 'good old days' students went out to get jobs for something to do in the summer. It was regarded usually frivolously by employers, and many large corporations hired students for menial labour as good public relations. Things have changed in the 1980s.

Now, it has become a matter of necessity for many students wishing to continue their education. At the same time recession has hit the business man and necessitated cut-backs in the work force. This has all too often meant the loss of work available to students.

Into this gap has come over the last few years the Hire-A-Student services. In Morinville the hard work of Stacy Sielski has helped employer and student get together and help alleviate an otherwise terrible problem.

As Stacy will probably tell you, it has been hard work, but without the co-operation of the business and student communities it would not be possible. Gibbons, Bon Accord and Redwater can bear witness to that, as they have lost the valuable service, and are dependent on the offices of other areas to find jobs for the youth of their area.

It is only through the successful co-operation and hard work of many individuals that a program like Hire-A-Student can succeed. Morinville can take pride in the work done this year to put more students into the workforce.

Ms. Sielski can take a lot of the credit for the hard work and perseverance she has shown in her pursuit of work for our children.

More importantly, the future is just a little brighter for some. At the beginning of summer, they wondered if their pursuit of higher education might end up on the unemployment line.

Employers in the Morinville area can take particular pride in their willing participation to secure a future for many of these hard working students.

Everybody connected with the program deserves some thanks and one can only hope that this sense of community will continue in the years to come and expand back into every area of the municipality.


(Shopping Bag Stuffer)

Spirit River

HERE'S A BRIGHT IDEA-
HIRE A STUDENT TO GET THOSE JOBS DONE.
Students can:

- *wash
- *mow lawns
- *garden
- *paint
- *babysit
- *do almost anything

864-4114



Hire A Student



Do it THIS summer!

**HIRE-A-STUDENT CAN PROVIDE CAPABLE
STUDENTS TO HELP WITH:**

☆ fencing

☆ painting

☆ cleaning

☆ animal care

**OR ANY OTHER JOBS YOU CAN THINK OF!
TO HIRE-A-STUDENT OR FOR MORE INFO**

PLEASE CALL KENT MCPHEE AT

938-5443



Hire A Student

Student Summer Employment Program

Cochrane

May 24, 1984

Dear Sir or Madam;

Again the local Hire-A-Student office is into full swing. Our office is full of eager students ready to work this summer on both a part-time and full-time basis.

Early indications are that Calgary area employers are using Hire-A-Student more this year than ever before. We hope that employers in the Cochrane area will also take advantage of the services provided by Hire-A-Student.

In addition to providing student manpower to work on a part-time or full-time basis, we are able to advise on government subsidies to employers who employ students, in particular the Student Temporary Employment and Summer Canada Works Programs. These programs are designed to aid qualified employers with funding for student employees.

Hire-A-Student will also attempt to create jobs locally by forming an "Odd Job Squad" of young teenagers who will be available to paint, garden, babysit, etc.

Our office this year is located in Pioneer Square. We are open from 8:00 a.m. to 4:00 p.m., Monday through Friday and our phone number is 932-6810. Please support our program this year by taking advantage of the wide range of services that we offer free of charge to the local community.

Yours truly,

Nannette Ho
Cochrane Hire-A-Student
Centre Manager



Hire A Student

A Student Summer Employment Program

Phone 853-4725

Stewart Building

Vermilion AB

May 22, 1984

Dear Church Leader:

The Hire-A-Student office is now open for the summer employment season of 1984. Our office is set up to help students find jobs and help employers find qualified students to fill their employment needs.

I send this letter to you as a counsellor and leader with the youth from your congregation. If you know of students needing to find summer jobs, I ask you to refer them to my Hire-A-Student office so that I may assist them. Should you know of employers needing to hire, we would appreciate those referrals also.

This employment office is operational for private households also. I have students who are willing to babysit, do yardwork, and housecleaning, and other similar jobs.

The Hire-A-Student office is located in the Stewart Building and can be reached by phoning 853-4725. Office hours are Monday-Friday, 4:00-5:00pm; Saturday, 9:00-5:00. The office manager this year is Lynn Misick. For talent, energy, and enthusiasm: Hire-A-Student.

Sincerely,

Lynn Misick
Vermilion Hire-A-Student
1984 Office Manager

PRESENTATION GIVEN TO KATE ANDREW'S ENGLISH CLASS

HI, MY NAME IS LOUISE ODLAND AND I'M THE CENTRE MANAGER FOR THE HIRE-A-STUDENT OFFICE HERE IN COALDALE. FIRST I WOULD LIKE TO TELL YOU A LITTLE OF HOW OUR OFFICE OPERATES

FIRST YOU HAVE TO REGISTER. TO REGISTER COME DOWN TO THE HIRE-A-STUDENT OFFICE LOCATED IN THE COALDALE TOWN OFFICE AND FILL OUT A REGISTRATION CARD. THE OFFICE HOURS ARE 8.30 TO 4.30, AND THE PHONE NUMBER IS 345-5913. IF FOR SOME REASON YOU ARE UNABLE TO COME TO THE OFFICE DURING OFFICE HOURS, I HAVE LEFT REGISTRATION CARDS AT THE SCHOOL OFFICE. YOU CAN FILL THEM OUT AND SLIP THEM UNDER IF I'M NOT IN.

AFTER YOUR REGISTRATION HAS BEEN TAKEN:

1) IT IS A GOOD IDEA TO DROP IN TO THE HIRE-A-STUDENT OFFICE OFTEN TO CHECK THE JOB BOARD

2) HIRE-A-STUDENT IS A REFERRAL SERVICE WHICH SERVES BOTH THE STUDENTS AND THE EMPLOYERS OF THE COMMUNITY. WHEN AN EMPLOYER REQUESTS STUDENTS TO BE REFERRED TO A PARTICULAR POSITION WE TRY TO REFER THE BEST QUALIFIED STUDENTS FOR THE EMPLOYER TO INTERVIEW. THE EMPLOYER MAKES THE FINAL HIRING

DECISION. IN SERVICE TO THE STUDENTS, WE TRY TO FIND THE JOB THAT IS BEST SUITED TO YOUR INTERESTS AND QUALIFICATIONS. EMPLOYMENT PROSPECTS LOOK GOOD THIS YEAR, IF THE PAST FEW WEEKS ARE ANY INDICATION. SO IT IS A GOOD IDEA TO REGISTER EARLY. THERE IS A JOB BOARD POSTED ON THE BULLITIN BOARD ACROSS FROM THE SCHOOL OFFICE WHICH WILL BE UPDATED WEEKLY UNTIL THE END OF SCHOOL. IF YOU ARE INTERESTED IN ANY OF THE POSITIONS POSTED, CALL ME AT THE OFFICE. THERE IS AN OLD CLICHE' THE EARLY BIRD CATCHES THE WORM. IN THE CASE OF SUMMER EMPLOYMENT IT IS 'THE EARLY STUDENT SNAGS A JOB'. SO TRY TO REGISTER AS SOON AS POSSIBLE. IT CAN PAY OFF

REMEMBER THE COALDALE HIRE-A-STUDENT OFFICE IS LOCATED IN THE TOWN OFFICE AND THE PHONE NUMBER IS 345-5913

THANK YOU.

(In-school Promotion)

F. Advertising and Promotions Checklist

1. How to Reach Students

- in-school promotions,
- school newsletter,
- school announcements (P.A. system),
- bulletins sent to students,
- posters (at teen centres, pool halls, swimming pools, etc.),
- radio announcements,
- newspaper advertisements,
- letters or flyers sent out to parents,
- special registration days at schools or the Hire-A-Student centre,
- distribution of school yearbooks from the Hire-A-Student centre,
- flyer in report cards,
- signs in school busses,
- panel discussions with employers and students, and
- student union endorsements.

2. How to Reach Employers and the Community

- newspaper ads,
- posters placed in stores, bulletin boards, offices and schools,
- flyers distributed through Post Offices, grocery stores, fuel agencies, milk deliveries, district agriculturists and utility bills,
- introductory letters sent to service clubs, businesses, town councils, clergy,
- letters from the president of the local Chamber of Commerce or Board of Trade to members encouraging them to hire students,
- visits to employers,
- presentations to service clubs and town councils,
- radio announcements,

- bill board signs or signs in sport arenas and other community facilities,
- banners in parades or on downtown streets,
- special projects such as odd job squads, parades and car washes,
- phone solicitations to business people and householders
- grand openings, Hire-A-Student 'open house'
- advertising on restaurant menus, table placemats, etc.
- Hire-A-Student stamp used on grocery bags, brochures, posters, utility bills, etc. and
- thank you letters and advertisements at the end of the summer.

***Details Of
Managing A
Hire A Student
Centre***



VI. DETAILS OF MANAGING A HIRE-A-STUDENT CENTRE

A. Office Organization

The organization of your office is an important consideration. Keep it orderly, bright and attractive. You want both students and employers to feel comfortable when visiting the centre.

Following are some ideas you may find helpful in setting up your office. Try new ideas as well. If they work be sure to tell your resource people!

- ensure public awareness of the centre location by placing a Hire-A-Student poster with hours of operation and phone number on the closest wall, window, or door outside your office.
- no matter what size office you have, there is always room on the front of the desk or the wall or pillar behind your chair to put up posters. Display ready made posters (i.e. career posters such as "Is There a Future in Your Future") or better yet, show off the prize winners from your own poster contest.
- use large pieces of bristol board and design your own 'how to. .' posters. A poster on "How to Fill out a Student Registration Card" not only looks attractive, but is a time saver if you have a number of students registering at once. Put blank registration cards and tied down pens beside the poster so students can begin completing the form if you are busy.
- for both your own and student reference, it's a good idea to post a copy of "Employment Standards" near your desk. If an employer calls in to place an order below minimum wage, having the bulletin close at hand lets you read the exact wording of the regulation to him/her. This prevents misunderstanding.
- place reference pamphlets on your desk, an empty table or on a pamphlet stand for easy access for students and employers coming into the office. Include materials on post-secondary education programs, federal and provincial student programs, job search techniques, employment standards, human rights, student services (i.e. hostels, clinics), and maps, bus routes and schedules.

- locate an inexpensive cork board to place on your wall. Post active job cards on the board so the students have an idea of what types of jobs are available through Hire-A-Student. (Note: be sure the employer's name is not on the card). You could also set aside a corner of the cork board for the name of an employer or student of the week (i.e. the student most active in the 'local odd job squad', etc.).

B. Supplies And Resource Materials Provided to Hire-A-Student Centres

Both the federal and provincial governments produce program specific supplies and promotional materials. Usual practice is to give a box of basic materials to each centre manager at the May training session, with area coordinators providing 're-orders' during the summer. However, in emergency situations, centre managers can re-order provincially produced materials directly from the Alberta Manpower Hire-A-Student Resource Section (phone 427-0115, use your local R.I.T.E. operator or call collect).

1. From the Alberta Manpower Hire-A-Student Resource Section

- 1985 Hire-A-Student Handbook.
- Mini Guide to Job Search Information.
- Thank-you cards and envelopes.
- Hire-A-Student letterhead and envelopes.
- Certificates of appreciation.
- Hire-A-Student posters, 8 1/2" X 14", 11" x 14" and 18" x 24".
- Pamphlets - "It's Good Alberta Business to Hire-A-Student" and "Seeking Summer Employment Sensibly".
- Tent cards.
- Reference materials (information on Employment Standards and Human Rights legislation, Career Information Services publications and posters, etc.).
- Odd Job Squad shopping bag stuffers (limited supply).
- Magnetic vehicle decals for use in parades and/or other special promotions.

2. From The Canada Employment and Immigration Commission

- Posters - 11" x 14" and 18" x 24", "Odd Job Squad", "So You Are Applying For A Job", "Hire-A-Student" and "Help Yourself To The Best".
- Business cards.
- Buttons - "Hire-A-Student", "Odd Job Squad".
- Lapel pins.
- Pamphlet for householders.
- Hire-A-Student display (order through Area Coordinator).
- Hire-A-Student newspaper fillers.
- Student registration cards.
- Employer's order form.
- Employer visit report form.
- Social Insurance Number kits.
- Employer's order book (Order Registry).
- Statistical reporting forms.

C. Files

You provide efficient service when you are well organized. This is easy to do if you set up and maintain a filing system for student registrations, employer's order forms, job referral notices, and employer visit forms.

You don't need standard filing cabinets to do this, but can use any container (i.e. cardboard boxes, ring binders, recipe boxes, etc.) that will answer your needs. Further, the complexity of your filing system is dependent on the number of student registrations and employer's orders handled through your office.

Former Hire-A-Student staff originated the ideas listed below. Again, the rule is to use one or any combination of these ideas, or develop new ones that will make it easier for you to access the information in your files.

1. Student Registration Cards

These should be filed alphabetically. They also can be categorized as active (looking for work) or non-active (placed or not looking for work).

You may want to note if the student is at the post-secondary or secondary level on the top of the right hand corner of the card, or any other information required for month-end statistics. When putting notations on the top right hand corner, try using a different colored ink for each month. This makes it easier to count new registrations at the end of each month.

You can also maintain a separate list of student names and telephone numbers for those interested in casual labour (i.e. babysitting, lawncutting). This is handy for rush orders.

2. Employer's Order Forms

These can be broken down as follows:

- numerical (job order number 1, 2, 3 . . .)
or
- new orders/closed orders (i.e. cancelled and/or filled)
or
- casual orders/regular orders
or
- occupation (i.e. babysitter/labourer/cook . . .)
or
- orders requiring referrals/orders with referrals.

3. Referral Notices

Staple the middle of the referral notice to the employer order form (the top and third copy are given to the student you refer)

or

place the referral notices chronologically from most recent back.

4. Employer Record

File each employer visit report (see pages 31 and 32)

alphabetically according to the name of the business.

D. Records

As the summer progresses, you will need to refer back to what happened, and when. For example, you might want to know what day you put up posters, when an employer phoned, or what employers supported Hire-A-Student by providing free advertising. This will help you arrange repeat activities, prepare reports and verify what has happened. You also want to leave detailed information for future Hire-A-Student staff. A good rule of thumb for setting up your records is to include the kind of information that you found useful when you started work.

The following breakdown will give you an idea of the information to include. To keep everything intact, past student staff have used a three-ring binder organized into the sections listed below.

1. Log Book

Your log book should be a handy record of your daily Hire-A-Student activities, including comments and recommendations. For example:

May 7 - First day in the office. I organized the office, put up some posters and began reading through the records kept by past student staff.

May 8 - Today I spent two hours at the high school. I received permission from the principal to set up a desk in the main hallway and take student registrations. I received five. Next time I will get someone to announce over the intercom where I will be and when, and also place posters on the bulletin boards with this information so more students are aware that I am there.

It is easy to forget details, so make a daily effort to record dates, addresses and phone numbers of contacts, and other important information in your log book.

2. Correspondence

Keep copies of letters sent (i.e. to employers, service clubs, etc.) and those received.

3. Reports

Retain a copy of your monthly written, financial and statistical reports and the year-end final report. Be sure each one specifies the month, year and town/city name. (eg. Nanton May 1985 Monthly Report, St. Albert 1985 Final Report, etc.)

4. Publicity

Collect the newspaper articles, advertisements, flyers, handouts, and/or pictures of the Hire-A-Student promotional activities you arranged during the summer. Indicate the date and the results or drawbacks. (e.g. "This copy of the opening ad for the centre was placed in the May 16 paper. Next year it should be placed a week earlier so that it doesn't coincide with a long weekend when people are planning to go out of town.")

The publicity section is a good reference for you when writing monthly reports. It is also an excellent source of ideas on how to set up an effective promotional campaign for future Hire-A-Student staff.

5. Financial Records

Hire-A-Student committees receiving direct dollar support from the provincial government must ensure that a financial statement is submitted to the Hire-A-Student Resource section by the fifth working day of each month.

The centre manager may be responsible for keeping up-to-date financial records so that both the committee and the Hire-A-Student Resource section know what resources are necessary for Hire-A-Student operations. This allows them to plan properly, and ensure that adequate dollars are made available for the following year's program.

Monthly financial statements are easy to do if you:

- ask your committee for an explanation of the provincial funding agreement, especially with respect to budget item allocations.
- find out from your committee how they want you to record financial information.
- find out from your committee who the 'legal entity' is (i.e. who holds the Hire-A-Student funds in trust for the committee). The legal entity can be a City, Town, County or Municipal District office, Chamber of Commerce or another service club.
- find out if there is one Hire-A-Student account or two (i.e. some centres have the legal entity hold the provincial funding support monies but set up a separate bank account for cash received from other sources).
- arrange a meeting with the representatives of the legal entity to develop a system that is convenient for both of you (i.e. how and when to submit bills, receipts, time sheets, etc; how to record petty cash; how to set up your records).
- know that the legal entity may be unable to provide information at the time you need it. For example, their accounting system may be set up to summarize July expenditures on August 9th, but you need the information by August 2nd. As well, the legal entity often provides resources that are not charged to Hire-A-Student, but are in fact a donation to the program. Ask them how you should handle these kinds of cases.
- note that your committee, together with the legal entity, must submit a year end financial statement by September 28th of each year, detailing that summer's expenditures. Make their job easy; ensure that they understand the system you used for the monthly statements.
- immediately record on page 2 of the monthly financial statement anything anyone gives you (i.e. dollars, paper, pens, advertising, etc.). This will serve as a reminder to write a thank-you when your office closes.

Your job will be easier if you understand what the terminology means. Following are definitions specific to Hire-A-Student operations. Check with your committee to see if these definitions fit your local operations:

- financial statement: a report that tells where your resources (revenue) came from, and how you spent them (expenditure).
- resources: these can be either cash revenue, or donations in kind.
 - . cash revenue is actual dollars, cheques or money orders received by Hire-A-Student (i.e. a service club gives you a \$15.00 cheque).
 - . expenditure for cash revenue means how you spent these dollars. For example, you pay \$30.00 for an advertising expense. Your wages and employee benefits are also cash expenditures.
 - . donations in kind are items you don't get billed for. This can be sponsored advertising, telephone and utilities, office space, supplies, etc.
- opening balance: on the first statement you do, this will be any money left over from last year's operations. Thereafter it will be the "net" from the previous month's statement.
- surplus/deficit: if your revenue is greater than your expenditures (i.e. you've got money left over), then there is a 'surplus'. If your revenue is less than your expenditures, then you have a 'deficit' or 'loss', and put brackets around the final total.

You will find it easier to keep separate records for cash revenue and for donations. The next two pages provide a suggested format for a two page monthly financial statement. Be sure to show it to your committee to see if the format is acceptable to them. If not, get specific instructions from them on how to keep these records.

MONTHLY FINANCIAL STATEMENT
CASH REVENUE AND CASH EXPENDITURES

_____ HIRE-A-STUDENT FOR THE PERIOD _____ TO _____, 1985

OPENING BALANCE _____

REVENUE RECEIVED DURING THIS PERIOD

Alberta Manpower	_____
Chamber of Commerce	_____
Town Council	_____
Other (Specify)	_____
_____	_____
_____	_____
_____	_____

TOTAL REVENUE _____

EXPENDITURES DURING THIS PERIOD

Wages	_____
Employee Benefits	_____
Employee Travel Expenses	_____
Advertising	_____
Miscellaneous (specify other expenses for which dollars were paid out of the Hire-A-Student account)	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL EXPENDITURES _____

NET (opening balance plus total revenue minus total expenditures) _____

MONTHLY FINANCIAL STATEMENT

DONATIONS RECEIVED

_____ HIRE-A-STUDENT FOR THE PERIOD _____ TO _____, 1985

NAME OF DONOR

WHAT WAS RECEIVED

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is a vertical margin line on the left side, creating a narrow left margin. The paper appears to be from a notebook or a standard ruled document.

MONTHLY FINANCIAL STATEMENT
CASH REVENUE AND CASH EXPENDITURES

NEWTON HIRE-A-STUDENT FOR THE PERIOD MAY 3 TO MAY 31, 1985

OPENING BALANCE

REVENUE RECEIVED DURING THIS PERIOD

Alberta Manpower \$ 2400.00
Chamber of Commerce \$ 50.00
Town Council
Other (Specify)

TOTAL REVENUE

\$ 2450.00

EXPENDITURES DURING THIS PERIOD

Wages (40 hrs @ \$4.50/hr) \$ 180.00
Employee Benefits (estimated at 10%) \$ 18.00
Employee Travel Expenses \$ 32.00
Advertising \$ 30.00
Miscellaneous (specify other expenses for which dollars were paid out of the Hire-A-Student account)
Postage \$ 8.00

TOTAL EXPENDITURES

\$ 268.00

NET (opening balance plus total revenue minus total expenditures)

\$ 2182.00

* Net becomes the Opening Balance for the next month's financial statement.

MONTHLY FINANCIAL STATEMENT
CASH REVENUE AND CASH EXPENDITURES

NEWTON HIRE-A-STUDENT FOR THE PERIOD JUNE 3 TO JUNE 28, 1985

OPENING BALANCE

REVENUE RECEIVED DURING THIS PERIOD

Alberta Manpower
Chamber of Commerce
Town Council
Other (Specify)
Kinesthetics Club \$ 40.00

TOTAL REVENUE

\$ 2222.00

EXPENDITURES DURING THIS PERIOD

Wages (41 hrs @ \$4.50/hr) \$ 270.00
Employee Benefits (estimated at 10%) \$ 27.00
Employee Travel Expenses \$ 4.00
Advertising \$ 45.00
Miscellaneous (specify other expenses for which dollars were paid out of the Hire-A-Student account)
Material for parade \$ 40.00
Postage \$ 10.00
Printing Flyers \$ 15.00

TOTAL EXPENDITURES

\$ 411.00

NET (opening balance plus total revenue minus total expenditures)

\$ 1811.00

* Net becomes the Opening Balance for the next month's financial statement.

MONTHLY FINANCIAL STATEMENT
DONATION RECEIVED

YOUNG

NAME OF DONOR:

WHAT WAS BEHIND...

Tour Office

Office Rent

Travels

2 Dinners

Virtual Worlds

2. Concave bin

Yountville High School

Poster Board

H + B Reality

Spent Acid Disposal

Home Bakery

2 Dozen Donuts

MONTHLY FINANCIAL STATEMENT

Vol. 1, Page _____ Hire-A-Student for the period 07.01.85 to 07.31.85

NAME OF USER

WHAT WAS RECEIVED

Topic Name:

Office Rent

Shirley White Deer

Free Als

Hull's Scraps

26th certified

From the sample completed statements shown, note that you can have the same items on both pages. For example, while the bulk of your office supplies will be donated, you may have to buy special items during the summer. It is also quite common to have the telephone donated, but to have to pay for long distance charges.

Direct questions on financial statement completion to your committee or the Hire-A-Student Resource Section at 427-0115.

6. Newsletters

Retain copies of newsletters you receive for future reference (i.e. to give future Hire-A-Student staff ideas about things to try and the kinds of contributions they should make to the newsletters).

The area newsletters compiled by each coordinator are intended to keep staff up to date on Hire-A-Student activities in their own regions.

Input from the centre managers could include such things as activities tried, events coming up, helpful tips or suggestions, advertising samples, etc. The area coordinator could add business matters, a checklist of monthly activities, important announcements, and reminders of deadline dates. Responsibility for writing the newsletter can be handled by the area coordinator, split among the centre managers, or whatever. It is a chance to share successes and failures, and to get to know your co-workers better.

Note that these newsletters have a diverse readership that includes program sponsors. Thus profanity and references to alcoholic consumption, goofing off, etc. should be avoided. 'Inside' jokes or 'ribbing' other centre managers is quite acceptable, providing that your overall submission leaves readers with a positive impression of students.

"The Connection" is a newsletter edited and compiled by Canada Employment and Immigration Commission Regional Office. The five monthly issues published each summer will be distributed to all federally funded Hire-A-Student centres in Alberta and the Northwest Territories, and shared with other regions and national headquarters in Ottawa.

E. Written Reports

Hire-A-Student staff should familiarize themselves with the following reports and note the activities they must keep track of.

1. Monthly Report

- the monthly report summarizes your office activities and problems and makes recommendations. These reports are most important in providing ideas and direction to committees, resource staff and future Hire-A-Student staff.
- by the fifth working day of each month (June, July, August), submit a copy of your report to both the Hire-A-Student Resource section (10363 - 108 Street, Edmonton, Alberta T5J 1L8) and your committee chairperson. Retain a copy of each monthly report for your centre records.
- the information for the monthly report can be obtained from your daily log book and publicity book.
- suggestions you might find useful when preparing reports are to:
 - set aside a specific day every month to prepare your report. You may wish the completion of this report to coincide with the monthly statistics report.
 - keep a file for observations and notes that could be of interest to the readers of the report.
- details of how to complete effective reports are shown on the next two pages.

MONTHLY NARRATIVE REPORT FORMAT

Community Name	Month and Year of Report	Centre Manager's Name
----------------	--------------------------	-----------------------

HIGHLIGHTS - choose between three and five of the most important events or accomplishments of the reporting period and list them in point form. Set them off from the main body of the text. These points should receive further elaboration in the main body of the text.

ADVERTISING AND PROMOTIONS - include comments, statistics and evaluation on employer visits, in-school promotions, service club presentations and media events.
- attach copies of print promotions (i.e. newspaper ads, flyers, etc.) and comment on their effectiveness.

JOB CREATION - record the activities of the odd job squad or any 'make work' projects. Include the following headings:

1. Type of Job Creation Activity - eg. car wash
householder canvass
2. Date and/or Length - eg. July 7 & 8
9:00 a.m. - 6:00 p.m.
3. Number of Students Involved - note that for your own files you may wish to break this down to number attending the initial organizational meeting, number on the promotional committee and number participating at the actual function. This information will be helpful to next year's manager.
4. Number Utilizing the Service - eg. 10 cars washed
4 households
5. Profits - recording this depends on how the participating students were reimbursed. For example:
- a car wash generated total receipts of \$100.00 of which \$30.00 was spent on supplies (soap, sponges) and the remaining \$70.00 divided among the number of students

participating.

- Tim mowed 3 lawns and made \$15.00.
- if no profits were received (eg. volunteer town clean-up), record this as a community service activity.

6. Job Creation Recommendations

FEDERAL/PROVINCIAL/CHAMBER/COMMUNITY COOPERATION - provide comment on the amount and type of interaction with the various groups, including the resources and supplies provided by each.

COMMITTEE MEETINGS - record the number of meetings during the reporting period, both informal (i.e. over the phone, over coffee) and formal (i.e. all members together at one place at one time).

- include topics discussed, decisions made and problems resolved (or attach a copy of the minutes).

STATISTICS AND OFFICE ACTIVITY - summarize monthly statistics to date.

- include comments such as whether registrations are up or down as compared to the previous month and the previous year, and your explanation for such changes.
- indicate where most of the placements are coming from. Are they public or private, part-time or full-time and are they from business, farm or homeowners?
- discuss which age group (secondary or post-secondary) is most active and most successful in finding employment.
- include a paragraph on the amount of job search information provided to individual clients (i.e. number of students involved, length of time spent on this activity, information covered and other pertinent comments). Use the sheet shown on the next page to keep a daily record of this activity.

OTHER - put in other important items here, or indicate areas where you require further assistance.

RECOMMENDATIONS - provide comments, suggestions and improvements for the local or provincial program.

- mention things you would do differently if you had the opportunity.

Anytown Hire-A-Student 1985

One-To-One Job Search Information Sharing

During the _____ to _____ period

DATE	NO. OF STUDENTS	TIME INVOLVED (Minutes)	TOPICS DISCUSSED	COMMENTS
May 14	1	15 mins	Application Form, Interview Skills	- discussed importance of neat and complete application forms, - interview role play
May 17	1	30 mins	Interview Skills	- role play interview - provided handout
May 22	2	20 mins	Ways To Look	- suggested several alternatives to H.A.S. to look for work
May 23	1	20 mins	Personal Fact Sheet	- provided handout and information on completion
June 7	11	120 mins	Presentation by Job Search team	- students found it very helpful

- once the report is completed, recheck that you have:
 - . put the town and centre manager name, and the month and year on the first page of the report.
 - . provided samples of your work (i.e. articles, press releases, advertisements, newspaper clippings, copy from radio or television, photographs of your activities, etc.) and that originals are available to send to the Hire-A-Student Resource Section.
 - . included all the headings shown on the format in your report, indicating those not applicable to that month's activity by writing N/A.
- note that a complete monthly report package includes the narrative report and copies of both the monthly financial statement and the statistical report.

2. Final Report

- when Hire-A-Student centres close, a final report is submitted to the committee and the provincial Hire-A-Student Resource section. This report will influence 1986 operations, so make it as detailed as possible regarding your office successes and failures, and put in all your recommendations. Include a summary sheet listing the recommendations for the readers' easy reference.
- your report should include:
 - . name of village, town or city.
 - . name of centre manager (and other staff if applicable), home address, phone number and year of education.
 - . location of centre.
 - . dates and hours of operation (full and part-time).
 - . location of 1985 files.
 - . committee contact for 1986 (name, address, phone number). Confirm this contact and ensure that they are willing to receive the 1986 funding support applications.
 - . using the monthly report headings (i.e. advertising and

promotions, job creation, etc.) as a guide, summarize and evaluate your activities, and provide comment and/or recommendations on each area.

- . final statistical report.
- . job creation statistical report.
- . the August financial report.
- . comment on this Handbook (especially on areas that were unclear).
- . comment on the effectiveness of supplies and other materials provided by both governments.

F. Statistical Reports

Your monthly statistical reports are an important part of your office activities. They help you:

- keep track of orders, registrations and referrals to ensure that nothing is lost or forgotten,
- assess the effectiveness of your publicity/employer visit campaign,
- determine whether you are reaching the student population,
- understand economic conditions in your area, and
- evaluate the viability of the program in your community.

Statistics are done on a weekly basis. This makes balancing at month end much easier and provides the information required on a weekly basis for your log book.

Providing weekly information about the amount of work that comes up will help next year's centre manager plan more effectively. If you are busy with students or employers in a given week, your statistics will tell you so, and it is likely that your successor will experience the same in the future. Further, statistics indicate if opening an office earlier is viable, and can help to determine cut off dates for centre operations.

Definitions, exercises and further information on statistics is available in the federal government's "1985 Training Guide for Hire-A-Student - Alberta/NWT Region" distributed to area coordinators. Your coordinator will use this guide to detail how to complete the monthly statistical reports required by your Canada Employment Centre. You also provide a copy of each monthly statistical report to your committee chairperson and to the Hire-A-Student Resource Section.

The following information is provided for your reference when preparing two of the forms. If it does not answer your questions, be sure to contact your area coordinator for clarification.

1. TC-70

This report (see next page) shows activities in your office under certain categories or units of business for the month you are filling out this report.

The abbreviations on this form are as follows:

Regist = student registrations

M = male.

F = female.

Scdy = secondary.

P-Scdy = post-secondary.

Pub = public sector.

Priv = private sector.

Revive = return a registration to the active file.

Reg Plac = regular placements; filling a regular vacancy of 6 or more working days.

Cas Plac = casual placement; filling a casual vacancy of 5 or less working days.

TO = transfer out; filling another Hire-A-Student centre's vacancy.

Vac Canc = vacancies not filled by Hire-A-Student which are no longer available.

UNITS OF BUSINESS

DATE _____ OFFICE _____

1 T.C.	3 OFFICE	7 Mch.
7.0	1 1 1	1

SUB-SYSTEM	fdsu		STAT CO	VOLUME
	9	10	11	15
Regist M P-Scdy			82,50	
Regist M Scdy			82,51	
Regist F P-Scdy			82,52	
Regist F Scdy			82,53	
Revive M P-Scdy			82,54	
Revive M Scdy			82,55	
Revive F P-Scdy			82,56	
Revive F Scdy			82,57	
Reg Plac M P-Scdy Pub			82,58	
Reg Plac M P-Scdy Priv			82,59	
Reg Plac M Scdy Pub			82,60	
Reg Plac M Scdy Priv			82,61	
Reg Plac F P-Scdy Pub			82,62	
Reg Plac F P-Scdy Priv			82,63	
Reg Plac F Scdy Pub			82,64	
Reg Plac F Scdy Priv			82,65	
Cas Plac M P-Scdy Pub			82,66	
Cas Plac M P-Scdy Priv			82,67	
Cas Plac M Scdy Pub			82,68	
Cas Plac M Scdy Priv			82,69	
Cas Plac F P-Scdy Pub			82,70	
Cas Plac F P-Scdy Priv			82,71	
Cas Plac F Scdy Pub			82,72	
Cas Plac F Scdy Priv			82,73	
TO M P-Scdy Pub			82,74	
TO M P-Scdy Priv			82,75	
TO M Scdy Pub			82,76	
TO M Scdy Priv			82,77	
TO F P-Scdy Pub			82,78	
TO F P-Scdy Priv			82,79	
TO F Scdy Pub			82,80	
TO F Scdy Priv			82,81	
Vac Canc Casual			82,82	
Vac M/E Casual			82,83	
Vac Canc Regular			82,84	
Registrations Canc			86,00	

[illegible]

Vac M/E = vacancies neither filled nor cancelled at month end (M/E).

Registrations Canc = the number of student registrations cancelled and/or labelled as dormant; does not include students placed in reg/cas vacancies by Hire-A-Student.

Employer Visits = the process of preparing information, visiting employers and completing a report; a service club presentation is considered one visit.

Vac Notified = employer requests for Hire-A-Student assistance in filling a regular or casual position.

T.I = transfer-in; filling a regular vacancy with a registration from another centre.

Vac M/E Regular = regular job vacancies that have not been filled at month end.

Referral = sending a client to an employer who has advised Hire-A-Student of a regular or casual vacancy to be filled.

The numbers for volume are taken directly from your order register. The statistics include activities which took place in a given month and are not cumulative.

It is very important that you balance all figures prior to entering them on this form so that all your orders are accounted for.

Following are the two formulas which must balance each month:

- previous month's regular vacancies at month-end (PLUS) regular vacancies notified this month (MUST EQUAL) regular placements (PLUS) transfer in regular (PLUS) regular vacancies cancelled (PLUS) regular vacancies at month-end.
- previous month's casual vacancies at month-end casual (PLUS) casual vacancies notified this month (MUST EQUAL) casual placements (PLUS) casual vacancies cancelled (PLUS) casual vacancies at month-end.

Once these equations work, the figures are correct and should be

submitted to your area coordinator on the exact date specified for each month.

2. EMP 2343

Each month you provide the following information to your area coordinator for compilation on the local CEC EMP 2343 - Report of Registered Clients and Vacancies.

(a) Registered clients without employment (male)

Registered clients without employment (female)

This is the number of students registered without employment in your active files on the cut-off date for statistics.

(b) Registered clients with employment (male)

Registered clients with employment (female)

This is the number of students registered with employment already (and looking for a different and/or additional job) in your active file on the cut-off date for statistics.

(c) Registered Vacancies Monthly

This figure is the same one that you enter on the TC-70 as 'Vacancies M/E Regular'.

(d) At the end of June, the age count on page 1 of the EMP 2343 is filled out as per the instruction given by your area coordinator.

Submit this information to your area coordinator.

Use the same cut-off date for this form as for the TC-70.

3. Job Creation Statistical Report

Hire-A-Student centres are required to account for statistics resulting from their own job creation projects (i.e. the number of students working for an afternoon at a car wash or on a clean-up squad) as per the format shown on the next page.

These statistics only have to be reported once, at the end of the summer, and should be sent directly to the Hire-A-Student Resource

Anytown HIRE-A-STUDENT
1985 JOB CREATION STATISTICAL REPORT

Date	Activity	No. of Students Employed	Duration of Activity	Total Monies Earned	Comments
June 4	Lawn mow- ing	6	10 hours	63.00	Mowed 9 lawns in neighbourhood.
June 20	Window washing	9	4 hours	112.00	Washed windows in 18 stores.
July 6	Car Wash	11	6.5 hours	189.25	Washed 24 cars and 2 trucks.
TOTAL		26	20.5 hours	364.25	

(Submitted to the Hire-A-Student Resource Section, 10363 - 108 Street, Edmonton, Alberta, T5J 1L8 when your centre closes.)

Section in Edmonton.

The information gathered for the Job Creation Statistical Record must not be transferred to the TC70.

G. Forms

Your local Canada Employment Centre will provide all 1985 forms - and an area coordinator to detail how to complete them.

However, some centres are operational prior to centre manager training sessions. To help this staff, following are some notes on each of the four forms used by Hire-A-Student.

1. Student Registration Card

Students looking for summer employment register with Hire-A-Student centres by completing the student registration card (see next page). Encourage students to print the information. Use the following checklist to ensure that the card is completed properly.

- Last and First Names
 - . first and last names should be legible.
 - . have the student underline the name he/she uses.
- Social Insurance Number (SIN)
 - . anyone, of any age, can apply for a social insurance number (SIN) which they keep for the rest of their lives.
 - . most employees must have a SIN, so encourage the younger student to apply for one.
 - . application forms can be obtained from a Canada Employment or Hire-A-Student centre.
 - . the SIN is required to ensure that students have either obtained or applied for a number. It can be placed on the referral notice as some employers copy directly from this onto payroll records.
 - . remember, if the SIN begins with a significant number 9, then that person is not entitled to use Hire-A-Student services without written permission from a Canada

Last Name MARTENS		Are You Legally Entitled to Work in Canada? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Types of Summer Jobs Preferred 1) Research 2) Clerical 3) Recreation-Oriented	
First Name and Initial PAT		Education <input type="checkbox"/> Elementary <input type="checkbox"/> High School <input checked="" type="checkbox"/> Post Secondary			
Social Ins. No. 531 612 561		Major or Course of Study English, Math Minor		Transportation <input checked="" type="checkbox"/> Use of Car <input type="checkbox"/> Bicycle <input type="checkbox"/> Truck <input type="checkbox"/> Local Transit <input type="checkbox"/> Other (Describe):	
Residence #202, 11408 - 99 Street		What Year or Grade do you expect you will be attending next academic year 4		Drivers Licence <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Class 5	
Mailing Same		Name of School or Institution you are now attending University of Alberta		Typing Speed 75 Shorthand Speed Nil	
Telephone Number 463-0333		Second Contact No. 463-0544 (mom)		Special Skills, Certificates, Hobbies, Machines Operated, Leadership Experience, Etc. Calculator Parliamentary Procedure Club	
Languages English <input checked="" type="checkbox"/> French <input type="checkbox"/> Height 5'10"		Availability for Work Summer <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Week Ends <input type="checkbox"/> After School Part Time <input type="checkbox"/> From May 6 To August 30 Odd Jobs <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Date of Birth Day 08 Month 10 Year 63		Status Indian, Inuit, Metis or Non-status Indian <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
C) (Language Handicap You Wish Considered)					

Name of Business or Organisation	Describe Previous Work (Duties or Occupation/Volunteer Experience)	How Long	What Year
Seneca Management Group	Apartment Upkeep (part-time & summers)	2 yrs	82-84
Alberta Temp. Staff Service	Clerical Worker - worked in various offices	1 sum	1981
Alberta Parl. Procedure Club	Secretary-Treasurer (volunteer)	4 yrs	80-84

* These questions are asked under the authority of Section 139 of the U.I. Act. Questions (A), (B) and (C) are for statistical purposes. In addition question (B) is to identify native students who may wish to be considered for special programs and services designed for natives; question (C) is to identify students who may wish to be considered for programs which have special measures for the disabled or handicapped.

Employment and Immigration Canada
 EMP 2837E (11-81)

STUDENT REGISTRATION

Date
May 6, 1985

Signature

FOR OFFICE USE ONLY •

REFERRALS

DATE	COMMENTS AND ADDITIONAL INFORMATION					INITIALS
06/05	Dressed in a two-piece suit. Answered all questions. Stated "I am eager to work"					
Note: Comments should be observations, not value judgements.						

DATE	ORDER NO.	EMPLOYER	OCCUPATION	RATE	REF. BY	RESULT
06/05	01	Alberta Transportation	Research Assis.	5.50/hr		Note: To maintain accurate record, complete this section and the back of the registration card each time you refer a student.

Immigration Centre.

- Address and Telephone

- . you will no doubt be contacting the student at some time, so make sure this is filled out.
- . note that the second contact number is the telephone number for a person who has agreed to take telephone messages for the applicant.

- Height

- . indicate the height of client, preferably in metric measures.

- Date of Birth

- . it is not unusual for students to put the current year in by mistake.
- . it is important to know the student's age when the job entails a minimum age requirement according to Employment Standards or other legislation.
- . if a student looks extremely young for the age registered, ask if he/she is eligible to work under the Employment Standards Act. Many people are unaware of the law, so you could comment on the Employment Standards legislation applicable to persons under 18 years of age.

- Sex, Native Status, Disability To Consider

- . ensure that these are filled in by the client.
- . these questions are asked under the authority of the Parliament of Canada, and are not intended to discriminate. They are required to gather statistics and to plan for positive employment strategies.

- Are You Legally Entitled to Work in Canada

- . this space refers to the student's status in Canada.
- . Hire-A-Student can legally refer only Canadian citizens, landed immigrants, or students with working visas to jobs.

- Education

- . this item is important for some government programs and occasionally private industry.

- What Year or Grade
 - . a numerical response on the basis of enrolment next September.
- Name of School
 - . name of school they attended during the past term.
- Availability
 - . indicates the student's availability for work, in terms of full or part-time, weekend, shiftwork, the hours available, the dates available, and whether they are interested in odd jobs (casual employment).
- Types of Summer Jobs Preferred
 - . ensure that the student is specific.
 - . try to differentiate between what the student wants and what the student can and will do. Consider employment interests in relation to geographic location, transportation, hours available, casual work, etc.
- Transportation
 - . be sure the student completes this section because some employers ask that the client possess their own transportation.
- Driver's License
 - . if the answer is yes, put the class of license on the form.
- Typing Speed, Shorthand Speed
 - . numerical responses based on the student's own assessment or tests taken at school or through other agencies.
- Special Skills, Certificates
 - . note any licenses, certificates of accomplishment or special courses at school that will help you find employment for the student (eg. first aid certificate).
- Describe Previous Work
 - . the student should put down specific jobs held over a period of time and general kinds of casual jobs he/she has held (eg. lawn mowing, babysitting). Be sure that specific job duties are included. Volunteer experience

can also be listed.

- Date and Signature

- . it is important that the student date and sign his/her registration card to verify that the information provided on the form is accurate. Unfortunately, students may provide false information, especially about their age, and you may make an improper referral based on the misinformation. A signed registration card leaves you in the clear.
- the back of the form notes it is for office use only. Use the top half to add pertinent information which does not appear on the front of the form. Be sure that everything written is factual, and that the comments relate only to the student's employability.
- the bottom section on the back is used to note referrals to employment for that student.

2. Employer's Order

When an employer gives you a job order, you will want to get all the information you can to properly refer qualified students to that job. To ensure that all necessary information is recorded, complete a copy of the employer's order form as the employer describes the job, student qualifications and other details.

- a) The Employer's Order - EMP2677 (8-79) MAN 1185 is shown on the next two pages. Terms used on it are as follows:
 - Ind Code (Industrial Code)
 - . mark in this space either public or private as applicable to that employer's business.
 - Order Number
 - . starting with 1, number each employer order that your centre receives.
 - Occ Code (Occupational Code)
 - . not used.

IND CODE-CODE D.A.E.

Public

ORDER No.-N° DE L'OFFRE

01



Employment and
Immigration Canada

Emploi et
Immigration Canada

OCC CODE-CODE PROF

DATE

May 3/85

TITLE-TITRE

Research Assistant

RESP. CEC-CEC COMP

4812R

SALARY-SALAIRE

\$5.50/hour (S.T.E.P.)

RESP. UNIT-SOUS-
SECTION COMP

HAS

LOCATION-ENDROIT

South-East

START REF.-1^{re} PRÉS

May 6

9-5 Monday to Friday until the end of summer.

VACANCIES-POSTES
VACANTS

2

REQUIREMENTS-EXIGENCES

- must have had previous research and stats compilation experience.
- own transportation required to work, no bus.
- must have some report writing experience.
- must have completed one year of post-secondary education.

MAX. REF.-MAX. DE PRÉS

4

DUTIES-FONCTIONS

- acting as assistant to the Engineer responsible for road utilization data.
- recording and analyzing traffic flow records.
- compiling statistics and reports.
- responding to information requests.

TEL. No.-N° DE TÉL.

455-5555

NAME OF EMPLOYER-NOM DE L'EMPLOYEUR

Alberta Transportation

ADDRESS-ADRESSE

14 Sundance Drive (telephone first)

REF. TIMES-HRS DE PRÉS.

9-4 daily

APPLY TO-S'ADRESSER À

Bill Raye, Personnel Department

REMARKS-OBSERVATIONS

The Employer is very concerned about the qualifications being met, but is anxious to interview interested candidates as soon as possible. The Engineer, Marg Gordon can also be contacted about the job if Bill Raye is not around. Make sure students telephone first before going down.

ENTERED-INSCRIPTION

EMP. 2078

EMP. - 2407

REQUISIT.

TRANSACTIONS ON THIS ORDER OPÉRATIONS AFFÉRENTES À CETTE OFFRE D'EMPLOI

A DATE REFERRED PRÉSENTÉ LE	B OCCUPATION CODE CODE PROF	C CEC	D NAME NOM	RESULT RESULTAT												N OBSERVATIONS
				E	F	G	H	J	K	L	M					
				P	TI TE	R	FT R	TA ODSP	ODA	W	X	RR RR				
06/05	FPS	HAS	Mary Brown				X									9:00 a.m.
06/05	MPS	HAS	John Black					X								9:00 a.m.
																Employer requested additional referrals
06/05	MPS	HAS	Pat Martens			X										2:00 p.m.
06/05	FPS	HAS	Carol White				X									2:30 p.m.
10/05																Employer satisfied May also keep Pat for part-time in the fall. Other vacancy filled by a walk-in.

The back of this order form is for your office use.
Enter information on the back of the order daily;
this will help when compiling statistical reports.

Record the names of students referred to the employer
and the subsequent results. That is, whether the
student was placed (P), rejected (R), failed to report (PTR)
or failed to accept the job (FTA).

The employer may cancel some job positions or fill
them through other means. Check (X) where applicable
and note in employer's order book the reason for
cancellation.

QTY NBR	CODE	REASON - RAISON		TOTALS TOTAUX	P	TI	TE	CANC	ANN	REASON - RAISON		CODE	QTY NBR
		DESCRIPTION								DESCRIPTION			
A		NO CLIENT AVAILABLE PAS DE CLIENT		41						FILLED THROUGH OTHER MEANS COMBLÉES PAR D'AUTRES MOYENS		D	
B		CHANGE OF PLAN CHANGEMENT DE PROJET								OTHER REASONS AUTRES RAISONS		E	
C		UNSUITABLE WORK CONDITION PIETRES CONDITIONS DE TRAVAIL		42						DATE OF CANCELLATION DATE DE L'ANNULATION			

VACANCIES CANCELLED

VACANCES ANNULÉES

- Date
 - . record the date the order was received. Use day, month and year numbers (i.e. 08/05/85).
- Title
 - . general name for the job being offered. The title should not discriminate between male and female (e.g. the term 'labourer' is not discriminatory).
- Resp CEC and Resp Unit (Responsible Canada Employment Centre and Responsible Unit)
 - . your area coordinator will tell you what to put in here.
- Salary
 - . the amount of money that the employer is offering recorded by hour, day, week or month. It can also be used to indicate overtime rates, bonuses, or special allowances. Try to avoid abbreviations, as students do not always understand them. Remember Employment Standards legislation when completing this section.
- Location
 - . the general location of the job site (i.e. downtown, industrial area), not the specific address.
- Start Ref (Start Referrals)
 - . the date the employer wants you to start referring students. Normally it will be 'immediately' or 'A.S.A.P.' (as soon as possible).
- Terms
 - . put in specific information about the duration of the job, and the hours and days of work.
- Vacancies
 - . refers to the number of positions open with the business. If two students are required to do the same kind of work, there are two vacancies but only one order.


- Requirements
 - . indicate skills, experience, and/or physical requirements necessary to perform the job. This information is crucial to good selection and referral so if necessary, ask the employer for more detail so you can record specific and accurate information.
- Max. Ref. (Maximum Referrals)
 - . indicate the maximum number of people the employer will interview.
- Duties
 - . briefly explain the job duties. Make them read as attractively as possible, but be truthful and realistic.
- Tel No (Telephone Number)
 - . the number where the employer can be reached by you.
 - . find out if the employer wants the telephone number given out to referrals.
- Name of Employer
 - . be sure that the employer name is spelled correctly.
- Address
 - . read this back to the employer to ensure its accuracy.
- Ref Times (Referral Times)
 - . this indicates the hours the employer wishes to be contacted about the job.
- Apply To
 - . the first and last name of the person in the business who will be interviewing applicants for the job, and his/her position title.
- Remarks
 - . note any other information that will help when referring students. (For example, should the applicant phone first, or go directly to see the employer?) Other remarks could include the exact location of the interview, job site, and alternate contacts at the firm.

3. Job Card

The information for the job card is taken right off of the employer order form. This card is used for public viewing. It may be put up on the Hire-A-Student centre bulletin or job order board.

Details such as the employer name and place of business are left off to ensure that the student is interviewed and screened for suitability before being referred to the employer.

Following is a sample job card:

	Employment and Immigration Canada	Emploi et Immigration Canada	Nº 01
Title Titre	Research Assistant		
Salary Traitement	\$5.50/hour.		
Location Endroit	SOUTH EAST		
Terms Termes	9-5 Monday to Friday, until the end of summer.		
Requirements Exigences	<ul style="list-style-type: none">- research and statistics experience.- report writing experience.- own transportation required to work.		
Details Détails	Acting as assistant to the Engineer responsible for road utilization. Recording and analyzing traffic flow records. Compiling statistics and reports. Responding to information requests.		
EMP. 2089 (11-73) (MAN. 1177)			

4. Referral Notice

A referral will be effective if you are clear about the requirements of a job and relate the background, skills and preferences of available student clients to these employer needs. You make a good referral when you:

- match the client's qualifications with the job requirements.
- Attempt to get useful information that will help you assess

the possibilities and alternatives available for a student's qualifications and determine his/her needs and restrictions in terms of financial requirements, physical limitations, available transportation, etc.

- give the client an accurate description of the job. Know what the job responsibilities and duties are. If a student is unsuitable for the position, explain the employer's specifications and why the student is not qualified for that job. A tactful approach is important in suggesting alternatives for the student to consider or in providing him/her with advice for self-improvement.
- determine whether or not the client is genuinely interested in the position before making a referral.
- provide the suitable candidate(s) with full details on where to go, whom to see and when to be there.
- remember to record all relevant information on the back of the employer's order as well as on the back of the registration card.
- contact the employer with respect to matters requiring clarification, or in cases where you have reservations about a certain client's qualifications for the job, before making a referral.
- conduct a follow-up with the employer and client.
- don't make any assumptions about the client - don't judge on your personal likes or dislikes.
- don't sacrifice quality for quantity in making referrals.
- don't promise what you cannot deliver - make no guarantees.
- don't oversell the client or the job. Be realistic, pragmatic and honest in your approach.

The client is given the top and bottom copy of the referral notice. When interviewed, he/she gives the employer the top copy. This serves as an introduction to the employer, verifies that Hire-A-Student referred the student, and allows the employer to confirm the placement with the Hire-A-Student office by phoning or returning the form as indicated. The client keeps the bottom

copy and you keep the middle copy on file.
Sample Referral Notice (top copy)

Employment and Immigration Canada		Emploi et Immigration Canada	
REFERRAL NOTICE / AVIS DE PRÉSENTATION			
TO: A		CEC REFERRING / CEC DE PRES	
Alberta Transportation		4 : 8 : 1 : 2	
ADDRESS / ADRESSE		UNIT / UNITÉ	
14 Sundance Drive		H : A : S	
Edmonton, 455-5555 (phone first!)		SI NO / N° A S	
ATTENTION		6 : 3 : 1 : 6 : 1 : 2 : 5 : 6 : 1	
Bill Raye		APPLICANT (SURNAME) / CANDIDAT (NOM)	
Research Assistant		Martens	
PRIME OCC CODE / CODE OCC PRINCIPALE		(INITIALS / INITIALES)	
Public		P.	
IND CODE / IND		DATE REFERRED / DATE DE PRÉSENTATION	
Public		D : J : M : Y : A	
NO CASUAL DAYS / NBR JRS OCC		0 : 6 : 0 : 5 : 8 : 5	
ORDER NO. / OFFRE N°		0 : 1	
INSTRUCTIONS TO EMPLOYER		INSTRUCTIONS À L'EMPLOYEUR	
<ul style="list-style-type: none"> PLEASE INFORM OFFICER WHOSE NAME AND TELEPHONE NUMBER ARE RECORDED ON REVERSE SIDE OR COMPLETE IN FULL THE SECTION BELOW AND MAIL 		<ul style="list-style-type: none"> INFORMER L'AGENT DONT LE NOM ET LE NUMÉRO DE TÉLÉPHONE SONT AU VERSO OU REMPLIR AU COMPLET LA PARTIE CI-DESSOUS ET METTRE À LA POSTE 	
<input type="checkbox"/> HIRED / EMBAUCHE		<input type="checkbox"/> CANDIDATE DID NOT ACCEPT / LE CANDIDAT N'A PAS ACCEPTÉ	
DATE STARTING / DATE DE DÉBUT		<input type="checkbox"/> NOT HIRED / REFUSE PAR L'EMPLOYEUR	
SIGNATURE OF EMPLOYER / SIGNATURE DE L'EMPLOYEUR			

EMP 2284 (11-79)

1

H. Closing the Hire-A-Student Centre

By August you will have compiled a wealth of information to leave for next year's staff. Don't let it get lost. Place the files at some readily accessible place in the town (e.g. the Town Office) and inform next year's committee contact person of the location. Be sure that boxes containing the files or binders are well marked and state that they should be held until 1986, to avoid any janitorial problems which occur from time to time.

In addition to leaving behind a complete and comprehensive set of files, the following activities should be undertaken before closing your office:

- announce the closing of your office in the paper one or two weeks in advance.

- send thank-you cards or letters to local media (newspaper, radio, etc.), donors, committee members, employers and any other 'special' people.
- submit an open 'thank-you letter' to the newspaper editor to all employers, students, and others involved in Hire-A-Student.
- send certificates of appreciation to very special people (if possible, purchase frames for the certificates).
- hold a special event to recognize everyone's effort.
- arrange a final committee meeting at which recommendations and next year's program can be discussed. Invite your area coordinator and other resource personnel to attend. Agenda items could include hours of operation, starting and closing dates, advertising and hiring for student staff, budgeting, office space, committee membership, evaluation of advertising materials, etc. Additional recommendations made at this meeting should be included in your final report.
- ensure that all job orders have either been filled or that you have advised the employer that you are unable to fill the order. Cancel unfilled orders.
- make sure your centre is left clean.

I. Getting Down to Work

Now that you have an indication of what Hire-A-Student involves, it's time to get to work. The key to a successful summer is careful planning. Use your initial plan as a guide throughout the summer and you'll be right on target. And remember, don't hesitate to include new and different ideas.

Appendix C provides a list of people who can help you this summer. Make contact with them, and jot their numbers down in your telephone directory.

Last but not least, remember that federal and provincial Hire-A-Student resource personnel are ready to help you, and are only a telephone call away.

Have a good summer!

Reference

Material

APPENDIX A

CANADA EMPLOYMENT CENTRE LABOUR MARKET AREAS
(List updated in February 1985. Changes may occur.)

Canada Employment Centre (CEC)	Manager, Address and Phone Number	Hire-A-Student Liaison Officer	Hire-A-Student Offices located within the Labour Market Area
<u>CALGARY</u>	Mike Terris Government of Canada Building 220 - 4th Avenue S.E. P.O. Box 2530 Station M CALGARY, Alberta T2P 2T7	Margaret Lindsay Specialized Youth Unit 510 - 12th Avenue S.W. Sam Livingston Building CALGARY, Alberta T2R 0X5	Airdrie Canmore Calgary Cochrane Drumheller Hanna High River Okotoks Strathmore Three Hills Trochu Vulcan
	231-4020	231-4074	

Branches in:

Banff

Brian Russell
Federal Building
100 Buffalo Street
P.O. Box 1899
BANFF, Alberta
T0L 0C0

762-4200

Drumheller

Kay Strause
Federal Building
196 - 3rd Avenue W.
P.O. Box 550
DRUMHELLER, Alberta
T0J 0Y0

823-3365

Branches in:

852-4418

Canada Employment Centre (CEC)	Manager, Address and Phone Number	Hire-A-Student Liaison Officer	Hire-A-Student Offices located within the Labour Market Area
Grande Cache	E. (Betty) Griffith Shopper's Mall P.O. Box 1050 GRANDE CACHE, Alberta TOE OYO 827-2027		
<u>FORT MCMURRAY</u>	Brent Gray Royal Bank Building 9816 Hardin Street FORT MCMURRAY, Alberta T9H 4K3 743-2258	Wendy Lickacz Royal Bank Building 9816 Hardin Street FORT MCMURRAY, Alberta T9H 4K3 743-2258	Fort McMurray
<u>GRAND CENTRE</u>	Irene McSeeters 4817 - 52 Street P.O. Box 1109 GRAND CENTRE, Alberta TOA 1T0 594-4475		Bonnyville Grand Centre
<u>GRANDE PRAIRIE</u>	Doug Nesbitt 10801 - 100 Street GRANDE PRAIRIE, Alberta T8V 2M7 532-4411	Nona Elliott 10801 - 100 Street GRANDE PRAIRIE, Alberta T8V 2M7 532-4411	Fairview Falher Grande Prairie Grimshaw High Level
			High Prairie McLennan Peace River Spirit River Valleyview

Canada Employment Centre (CEC)	Manager, Address and Phone Number	Hire-A-Student Liaison Officer	Hire-A-Student Offices located within the Labour Market Area
Branches in:			
High Level	Al Stam Main Floor, Fahlman Building 1st Avenue North General Delivery HIGH LEVEL, Alberta TOH 1Z0 926-3777		
High Prairie	Gilles Turcotte Federal Building 5209 - 50 Street P.O. Box 360 HIGH PRAIRIE, Alberta TOG 1E0 523-3331		
Peace River	Liz Lister Powell Financial Building 10015 - 98 Street PEACE RIVER, Alberta TOH 2X0 624-4485		
<u>LETHBRIDGE</u>	Fred Nowicki Federal Building 2nd Floor 419 - 7 Street S. LETHBRIDGE, Alberta TLJ 4J7 327-8535	Doreen Onofychuk Federal Building 2nd Floor 419 - 7 Street S. LETHBRIDGE, Alberta TLJ 2G5 327-8535	Brocket Cardston Claresholm Coaldale Crownsnest Pass Fort MacLeod Lethbridge Nanton Picture Butte Pincher Creek Stand Off Taber

Canada Employment Centre (CEC)	Manager, Address and Phone Number	Hire-A-Student Liaison Officer	Hire-A-Student Offices located within the Labour Market Area
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Branch in:

Crowsnest Pass

Nick Alvau
Federal Building
20th Ave. & 27th Street
BLAIRMORE, Alberta
TOK OEO

562-8118

LLOYDMINSTER

Graham Halliday
4618 - 49 Avenue
LLOYDMINSTER, Alberta
S9V OT2

825-6291

Peter Sleight
4618 - 49 Avenue
LLOYDMINSTER, Alberta
S9V OT2

825-6291

Lloydminster
Provost
Vermillion
Wainwright

Branch in:

Wainwright

Joyce Jantz
309 - 10 Street
WAINWRIGHT, Alberta
TOB 4P0

842-3389

Canada Employment
Centre (CEC)

Manager, Address and
Phone Number

Hire-A-Student
Liaison Officer

Hire-A-Student Offices
located within the
Labour Market Area

MEDICINE HAT

John Scott
2nd Floor
Federal Building
406 - 2nd Street S.E.
MEDICINE HAT, Alberta
T1A 0C3
526-2825

Debi Wouters
2nd Floor
Federal Building
406 - 2nd Street S.E.
MEDICINE HAT, Alberta
T1A 0C3
526-2825

Bow Island
Brooks
Medicine Hat

Branch in:

Brooks

Ted Cherepak
2nd Floor Federal Building
120 - 1st Avenue W.
BROOKS, Alberta
T0J 0J0
362-3488

RED DEER

Doug McVety
Room 206
Federal Building
4909 - 50 Street
RED DEER, Alberta
T4N 1X8
342-1168

Sylvia Roosen
Room 206
Federal Building
4909 - 50 Street
RED DEER, Alberta
T4N 1X8
342-1168

Castor
Didsbury
Innisfail
Lacombe
Olds
Ponoka
Red Deer
Rimbey
Rocky Mountain House
Stettler
Sylvan Lake
Wetaskiwin

Canada Employment Centre (CEC)	Manager, Address and Phone Number	Hire-A-Student Liaison Officer	Hire-A-Student Offices located within the Labour Market Area
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Branches in:

Rocky Mountain House	Lola Dawe Government of Canada Building 5011 - 50 Avenue P.O. Box 68 ROCKY MOUNTAIN HOUSE, Alberta TOM 1T0 845-6099		2nd Floor
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Stettler

John Clarke 2nd Floor Federal Building 5104 - 50th Avenue STETTLE, Alberta TOC 2L0

Wetaskiwin

Wayne Lowther 4811 - 51 Street WETASKIWIN, Alberta T9A 1L1

352-6081

ST. PAUL

Jim Krauss 5105 - 50th Avenue P.O. Box 309 ST. PAUL, Alberta TOA 3A0
--

Randy Weidl 5105 - 50th Avenue P.O. Box 309 ST. PAUL, Alberta TOA 3A0

Lac Lac Biche St. Paul Two Hills
--

645-4428

Canada Employment Centre (CEC)	Manager, Address and Phone Number	Hire-A-Student Liaison Officer	Hire-A-Student Offices located within the Labour Market Area
SLAVE LAKE	Al Heise Federal Building 106 - 1st St. N.E. P.O. Box 760 SLAVE LAKE, Alberta TOA 2A0 849-4153	Madeline Bellerive Federal Building 106 - 1st St. N.E. P.O. Box 760 SLAVE LAKE, Alberta TOA 2A0 849-4153	Athabasca Slave Lake

APPENDIX B



Alberta Manpower
Career Services Branch

Note: Funding Support Agreements are between the Minister of Manpower and the legal entity designated by the Hire-A-Student Committee as trustee for funds. Thus wording of agreements can be slightly different.

The Memorandum of Agreement signed in 1983 (first 5 pages) will be on-going until such time as the agreement is terminated by either party.

MEMORANDUM OF AGREEMENT

This Agreement made this _____ day of _____ A.D., 1985.

BETWEEN:

_____, a
body corporate under the Municipal
Government Act, being Chapter M-26,
R.S.A. 1980 (hereafter called "the
Town")

- and -

HER MAJESTY THE QUEEN IN RIGHT OF THE
PROVINCE OF ALBERTA as represented by
the Minister of Manpower (hereafter
called "the Minister")

AS in this Agreement the term "Hire-A-Student Centre"
means a place established as a summer employment placement
centre for Alberta youth;

AND AS in this Agreement, the term "Hire-A-Student
Committee" means a committee established to provide a
student summer employment placement service;

AND AS the Minister wishes to contribute to the support
of a Hire-A-Student Centre in the _____ of _____,
in the Province of Alberta (hereafter referred to as "the
Hire-A-Student Centre");

AND AS the Minister and the Town wish to set forth in this Agreement the terms and conditions upon which the Minister may contribute funds to support the Hire-A-Student Centre;

AND AS this Agreement provides that the Minister may annually, by letter to the Town, advise the Town of the extent of such funding approved by the Minister for the particular year;

AND AS the Town agrees to receive such funds annually from the Minister to be used to support the Hire-A-Student Centre.

NOW THEREFORE the Parties hereto in consideration of the covenants and agreements herein contained agree as follows:

1. The Town shall ensure that:

- (a) a Hire-A-Student Committee is established pursuant to the terms of the guidelines contained in Appendix "A" which is attached hereto as an integral part of this Agreement;
- (b) The Hire-A-Student Committee provide a student summer employment placement service to be operated for such period of time as the Minister may prescribe annually;
- (c) the Chairperson of the Hire-A-Student Committee assumes responsibility for the activities of the Hire-A-Student Centre in accordance with the terms of the Funding Support Application Form contained in Appendix "B" which is attached hereto as an integral part of this Agreement;

- (d) funds provided under this Agreement will be used for a service for placement of students in summer employment;
- (e) the Hire-A-Student Committee provides to the Minister or his representative:
 - (i) on or before the 5th day of each month during the period to be prescribed annually by the Minister, a monthly itemized statement verifying expenditures listed in the proposed budget contained in Appendix "B";
 - (ii) on or before the 5th day of each month during the period to be prescribed annually by the Minister, a monthly status report in writing in form and content as outlined in the Hire-A-Student Handbook;
 - (iii) prior to September 30, in each year under this Agreement, a written statement of account which details those expenditures made on behalf of the Hire-A-Student Centre, signed by the Town and the Chairperson of the Hire-A-Student Committee;
 - (iv) such other oral or written reports as and when requested;
- (f) the funds provided under this Agreement will be used for the operation of the Hire-A-Student Centre, and specifically for those expenses identified in Section "A" of the proposed budget contained in Appendix "B";
- (g) the Minister or his representative may audit the accounts of the Town which relate to the operation of the Hire-A-Student Centre at any time or may request an audited financial statement of the accounts by a recognized accounting firm.

2. In consideration of the Town fulfilling its obligations hereunder, and subject to monies being appropriated by the Legislature of the Province of Alberta, the Minister shall pay to the Town such sum as he may prescribe annually.
3. (1) This Agreement does not result in the appointment or employment of any person referred to herein as an officer, clerk, employee or agent of the Province of Alberta.
(2) The Town shall indemnify and hold harmless the Minister, his employees and agents from any and all claims, demands, actions and costs whatsoever that may arise out of, directly or indirectly, the acts or omissions of the Town, the Hire-A-Student Committee, the Hire-A-Student Centre, or any agent or employee thereof, whether occasioned by negligence or otherwise. Such indemnification shall survive termination of this Agreement.
(3) The Minister may terminate this Agreement at any time upon written notice to the Town and reclaim any monies provided under this Agreement and remaining at the date of termination.
(4) Each party warrants that it has authority to enter into this Agreement.
(5) The Town may not assign this Agreement without the prior written consent of the Minister.
4. This agreement and the Appendices attached hereto may be amended as follows:
 - (a) Appendix "A" may be amended by the Minister upon written notice to the Town;
 - (b) Appendix "B" may be amended by consent of the Chairperson, Hire-A-Student Committee, on behalf of the Town, and the Director, Career Services Branch, on behalf of the Minister;

(c) any other term of this agreement may be amended by reciprocal correspondence between the Minister and the Town.

5. This Agreement shall enure to the benefit of and be binding upon the parties hereto, their respective heirs, administrators, legal representatives, successors, and assigns.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first above written.

HER MAJESTY THE QUEEN IN RIGHT
OF ALBERTA AS REPRESENTED BY
THE MINISTER OF MANPOWER

Witness

Minister

Witness

Town

The terms of this Agreement
are hereby accepted by the
Chairperson, Hire-A-Student
Committee

Witness

Chairperson, Hire-A-Student
Committee

Date

ALBERTA HIRE-A-STUDENT

This is an Amendment to Appendix "A" to a Memorandum of Agreement between the Town of _____ and Her Majesty the Queen in Right of the Province of Alberta, dated the _____, 1983.

**ALBERTA HIRE-A-STUDENT
1985 GUIDELINES
FOR
STUDENT EMPLOYMENT PLACEMENT SERVICES**

**Alberta Manpower
Career Services Branch**

**ALBERTA HIRE-A-STUDENT
1985 GUIDELINES
FOR
STUDENT EMPLOYMENT PLACEMENT SERVICES**

A. Program Description

1. The Alberta Hire-A-Student (H.A.S.) program is a cooperative and coordinated activity of government, business, the community and student groups who are concerned with the provision of job search information to students and with the placement of students in summer jobs.
2. The overall aim of the program is to develop and provide a job search information and employment placement service for Alberta youth during the summer of 1985. Such services are intended to complement and supplement those provided by Canada Employment Centres and educators throughout Alberta.
3. The following objectives stem from the overall aim:
 - (a) To establish placement centres for youth during the summer in communities throughout Alberta.
 - (b) To bring together youth seeking employment and employers seeking employees.
 - (c) To ensure that Alberta youth can access job search information.
 - (d) To promote and develop positive employer-employee relations among youth.
 - (e) To encourage career exploration among youth.

B. Provincial Government Participation

1. Alberta Manpower is responsible for the development, implementation, operation and monitoring of the provincial government participation in

the Hire-A-Student program, with specific responsibility for the job search information service.

2. Subject to availability of funds, in 1985 Alberta will provide the following resources for the program's employment placement service:
 - (a) Financial. Communities wishing to participate in the program apply for funding support to Alberta Manpower, Career Services Branch. Alberta funding support is intended primarily for student staff salaries, benefits and travel costs.
 - (b) Personnel. Alberta will:
 - (i) provide assistance and consultation to committees applying for provincial government funding support;
 - (ii) in conjunction with committees receiving provincial government funding support, ensure that training is provided to student staff;
 - (iii) implement and monitor the job search information service component for the Hire-A-Student program throughout the province;
 - (iv) develop and maintain coordination with other federal and provincial government programs and services; and
 - (v) verify expenditures relating to any Hire-A-Student Funding Support Agreement.
 - (c) Advertising and promotional materials. When requested by Hire-A-Student committees, Alberta will provide such material for use on a province-wide basis (e.g. posters, brochures, etc.), but will place a priority on materials specific to the job search information service.

C. Community Eligibility

1. Communities wishing to establish a Hire-A-Student centre and obtain provincial funding support for the first time must have a population in excess of 2,500.
2. Where the federal government has a Hire-A-Student centre located in a regular Canada Employment Centre or auxillary office, it will be the responsibility of the Canada Employment and Immigration Commission to provide resources for a summer employment placement service to that community.
3. Nonetheless, providing that a Hire-A-Student Committee is established and chaired by a community representative, in 1985 Alberta will provide some funding support specific to the employment placement function of Hire-A-Student centres located in Calgary, Edmonton, Grande Prairie, Lethbridge, Medicine Hat and Red Deer.
4. In that these centres are expected to receive significant federal resources in 1985, provincial support provided to these centres will be limited to up to a maximum of \$1,200.00 per centre for this year.
5. This funding will be in addition to the provincial support provided under the separate guidelines that cover both job search information services and any special projects designed to improve coordination between the centre's placement and educational components or for public relations activities that promote both activities.
6. Communities are to generate local support to underwrite operational costs not covered by provincial government funds. Support can be monetary or the provision of office space, telephones, advertising, utilities, postage or other services solicited in advance of the submission for provincial government funding support.

7. Communities must establish a Hire-A-Student committee that will function as follows:
 - (a) Be conversant with the "Roles and Responsibilities of Organizations Within the Alberta Hire-A-Student Program" paper developed by the Alberta Hire-A-Student Advisory Council.
 - (b) Be responsible for establishing local direction compatible with the overall Hire-A-Student program.
 - (c) Be responsible for establishing a hiring board to interview and select one or more local students to manage the Hire-A-Student centre.
 - (d) Provide direction and support for the student staff employed to operate the local program, including an orientation session on the first day of employment.
 - (e) Ensure that the terms of the existing Funding Support Agreement are met, including responsibility for the proper utilization of funds for day to day operations and maintenance of appropriate record keeping and payroll procedures.
8. For a balanced and effective committee, membership may include representatives from local Chambers of Commerce, area Canada Employment Centres, businesses, service clubs, educational institutions, homemakers and others interested in helping youth help themselves. Committee members should have knowledge of local economic conditions and attitudes.

D. Funding Support Agreement

1. Subject to availability of funds, eligible communities may qualify for funds from Alberta that are intended to cover the student staff

salaries, benefits and travel costs during the period the Hire-A-Student centre is operational.

2. Funding, if provided, will be based on the population of the town or city where the Hire-A-Student centre is located as outlined in the current "Alberta Municipal Affairs Official Population List."
3. Maximum support which may be provided to one Hire-A-Student centre by the provincial government is determined as follows:
 - under 2,000 in population, up to \$2,800.00.
 - with populations of 2,000 - 3,000, up to \$3,300.00.
 - with populations of 3,000 - 4,000, up to \$3,900.00
 - with populations of 4,000 - 8,000, up to \$4,500.00.
 - with populations of 8,000 - 15,000, up to \$5,500.00.
 - over 15,000 in population, up to \$8,800.00.
4. Committees who wish to provide a regular service to small communities in their immediate areas will not receive funding additional to the maximums shown above. However, providing submissions meet Guideline criteria, budget funds can be allocated to this activity, with the additional required support solicited from the community receiving the service.
5. Annual funding support application forms (Appendix B of the Funding Support Agreement) must show surplus funds accrued from previous years' operations, with the provincial government portion of this surplus subtracted from the current year's request.
6. In 1983, most Hire-A-Student committees designated a legal entity having an established employer number (ie. town office, service club, etc.) to hold provincial government funding support in trust for them. These legal entities signed on-going Memoranda of Agreement with the

Department, the terms of which were approved and accepted by the 1983 Hire-A-Student committees.

7. Appointment of a new legal entity will require completion of a new funding support agreement.
8. A newly appointed chairperson will be required to provide Alberta Manpower with written notification that the terms of the existing funding support agreement are accepted and understood.
9. Funding support applications will be reviewed and monies will be allocated subject to availability of funds.
10. Funding support applications shall include the information as required in the the attached Appendix "B".
11. The annual budget (Appendix "B" of the Funding Support Agreement) may be amended by consent of the Chairperson, Hire-A-Student Committee, on behalf of the legal entity and the Director, Career Services Branch, on behalf of the Minister.
12. Assistance and consultation in developing an outline for centre operations and further information is available from:

**Hire-A-Student Resource Section
Career Services Branch
Alberta Manpower
2nd Floor, Sun Building
10363 - 108 Street
Edmonton, Alberta
T5J 1L8**

Phone: 427-0115 (collect)

ALBERTA HIRE-A-STUDENT

This is an Amendment to Appendix "B" to a Memorandum of Agreement between the Town of _____ and Her Majesty the Queen in Right of the Province of Alberta, dated the _____, 1983.

Witness

Chairperson, Hire-A-Student
Committee

Date: _____

Witness

Director, Career Services
Branch

Date: _____

1985 ALBERTA HIRE-A-STUDENT
FUNDING SUPPORT APPLICATION FORM FOR
STUDENT EMPLOYMENT PLACEMENT SERVICES

LEGAL ENTITY (Mailing Address For Funding Support Cheque)

ATTENTION: _____

TELEPHONE: _____

PROPOSED OPENING DATE FOR HIRE-A-STUDENT CENTRE _____

PROPOSED CLOSING DATE FOR HIRE-A-STUDENT CENTRE _____

PROPOSED DAILY HOURS OF OPERATION

PART-TIME _____ TO _____ : _____ TO _____ : M T W T F S
(Start) Month & Day (End) Month & Day Hour Hour Circle Days
_____ X _____ X _____ = _____
HOURS DAYS WEEKS PART-TIME HOURS

FULL-TIME _____ TO _____ : _____ TO _____ : M T W T F S
(Start) Month & Day (End) Month & Day Hour Hour Circle Days
_____ X _____ X _____ = _____
HOURS DAYS WEEKS FULL-TIME HOURS

TOTAL HOURS _____ + _____ = _____ HOURS
PART-TIME FULL-TIME

HIRE-A-STUDENT
1985 PROPOSED BUDGET

A. RE: PROVINCIAL GOVERNMENT FUNDING SUPPORT:

WAGES (as local conditions dictate)

_____ students at _____/hour for _____ hours \$ _____

EMPLOYEE BENEFITS

estimated at 10% of total salary \$ _____

EMPLOYEE TRAVEL EXPENSES

includes two trips to regional Hire-A-Student Centre
training sessions \$ _____

MISCELLANEOUS (Specify) _____ \$ _____

_____ \$ _____

_____ \$ _____

SUBTOTAL \$ ¹

MINUS 1984 PROVINCIAL GOVERNMENT FUNDING SUPPORT SURPLUS \$ _____

TOTAL PROVINCIAL GOVERNMENT FUNDING SUPPORT APPLIED FOR \$ _____

B. DONATED COMMUNITY SUPPORT

Telephone and Utilities \$ _____

Office Rent \$ _____

Equipment and Supplies \$ _____

Publicity and Printing \$ _____

Other Donated (Specify) _____ \$ _____

_____ \$ _____

Total Donated Community Support \$ ²

TOTAL 1985 BUDGET (Box 1 + Box 2) \$

HIRE-A-STUDENT COMMITTEE MEMBERS

	NAME	ADDRESS	TELEPHONE NO.	OCCUPATION
CHAIRPERSON	_____	_____	Bus. _____	_____
	_____	_____	Res. _____	_____
	_____	_____		
Members	_____	_____	Bus. _____	_____
	_____	_____	Res. _____	_____
	_____	_____		
	_____	_____	Bus. _____	_____
	_____	_____	Res. _____	_____
	_____	_____		
	_____	_____	Bus. _____	_____
	_____	_____	Res. _____	_____
	_____	_____		
	_____	_____	Bus. _____	_____
	_____	_____	Res. _____	_____
	_____	_____		
	_____	_____	Bus. _____	_____
	_____	_____	Res. _____	_____
	_____	_____		

Note: Two copies of the 1985 Appendix B with original signatures on both copies should be sent to the Hire-A-Student Resource Section, 10363 - 108 Street, Edmonton, Alberta T5J 1L8, phone 427-0115.

APPENDIX C

OTHER RESOURCE SOURCES

During the summer you will receive inquiries and questions you may not be able to answer. Below is a list of resource personnel who can help.

Chamber of Commerce or Board of Trade

As one of the main sponsors of the Hire-A-Student program, the Alberta Chamber of Commerce can be approached for information regarding Chamber involvement throughout the province. Mr. Brigham Day, general manager of the Alberta Chamber is active in Hire-A-Student, and can be contacted at:

Alberta Chamber of Commerce
#800, 10179 - 105 Street
Edmonton, Alberta
T5J 1E2
Phone: 425-4180

Alberta Manpower Career Information Hotline - Dial 0 and ask for Zenith 22140

The Hotline was set up to respond to the growing needs for the kind of accurate, accessible career information adults need to make informed career decisions. For the first time, one telephone call can get answers to career-related questions such as: Where can I get upgrading or retraining? Where can I get financial assistance to go back to school? What assistance is available if I want to go into business for myself? How do I go about looking for a job? and Where can I get career counselling if I don't know what I want to do?

The four career consultants who staff the Hotline have access to a wealth of career information. They have information on federal and provincial job creation and training programs, directories and calendars for all post-secondary institutions in Canada, literature on hundreds of occupations in the Canadian economy, sources of financial assistance for people returning to school, and much more.

This summer Hire-A-Student centre managers can access this free service on behalf of their student clientele. Just phone the number, identify yourself, ask the questions yourself or turn the phone over to the student so he/she can talk directly to the consultant.

Alberta Career Centres

These are provincial centres which offer information to adults on selecting personally appropriate occupations, help in identifying the skills, training and/or education required to enter various occupations, referral to agencies or institutions with training or educational programs, and information regarding various forms of financial assistance that are available to Albertans while training for a career. These offices are located as follows:

BONNYVILLE:

Box 1798
101 Administration Building
5008 - 50 Avenue
TOA OLO
Phone: 826 - 4175

HIGH LEVEL:

2nd Floor
Provincial Building
TOH 120
Phone: 926-2661

CALGARY:

2nd Floor
805 - 9 Street SW
T2P 2Y6
Phone: 297-6347

HINTON:

Promway Building
112 McLeod Avenue
Box 1460
TOE 1B0
Phone: 865-3361

CAMROSE:

B110 Provincial Building
4867 - 50 Street
T4V 1P6
Phone: 679-1275

LETHBRIDGE:

400 Professional Building
740 - 4 Avenue South
T1J 4C7
Phone: 329-5444

EDMONTON:

Sun Building
10363 - 108 Street
T5J 1L8
Phone: 427-5659

LLOYDMINSTER:

2nd Floor
Provincial Building
5724 - 50 Street
T9V ON3
Phone: 875-5506

FORT MCMURRAY:

7th Floor, West Tower
Jubilee Centre
9915 Franklin Avenue
T9H 2K4
Phone: 743-7207

MEDICINE HAT:

302 Provincial Building
770 - 6 Street SW
T1A 4J6
Phone: 529-3683

GRANDE PRAIRIE

Provincial Building
10320 - 99 Street
T8V 6J4
Phone: 538-5348

PEACE RIVER:

Kit's Building
P.O. Box 2, Bag 900
TOH 2X0
Phone: 624-6211

PINCHER CREEK:
226 Provincial Building
782 Main Street
Box 2138
TOK 1W0
Phone: 627-3922

ST. PAUL
#100 Melenchuk's Mall
5009 - 50 Avenue
Box 1989
TOA 3A0
Phone: 645-6383

RED DEER:
3rd Floor West
Provincial Building
4920 - 51 Street
Box 5002
T4N 6K8
Phone: 343-5353

Apprenticeship and Trade Certification Branch

This provincial program combines on the job and technical training that leads to certification as a qualified trades person or journeyman. People interested in entering any of the trades are encouraged to visit a job site to observe someone actually working in the trade. They can also obtain information and counselling at the following Apprenticeship branch offices:

CALGARY: 4th Fl., 1015 Centre Street N.W., T2E 2P8
Ph: 297-6457

EDMONTON: Parkside Office Bldg., 10926 - 119 Street, T5H 3P5
Ph: 427-3722

FORT MCMURRAY: 7th Floor, West Tower, Jubilee Centre, 9915 Franklin Ave., T9H 2K4 Ph: 743-7192

GRANDE PRAIRIE: 1601 Provincial Bldg., 10320 - 99 Street, T8V 6J4
Ph: 539-2240

HINTON: Yellowhead Bldg., 425 Gregg Avenue, Box 1850, T0E 1B0
Ph: 865-3347

LETHBRIDGE: 2nd Fl., Provincial Bldg., 200 - 5th Avenue S. T1J 4C7
Ph: 329-5380

MEDICINE HAT: 208A Provincial Bldg., 770 - 6th Street S.W. T1A 4J6
Ph 529-3580

PEACE RIVER: Provincial Bldg., 9621 - 56 Avenue, Box 28, Bag 900,
T0H 2X0 Ph: 624-6352

RED DEER: 3rd Fl., West, Provincial Bldg., 4920 - 51 Street, T4N
6K8 Ph: 343-5151

VERMILION: 2001 Provincial Bldg., 4701 - 52 Street, Box 268, TOB 4M0
Ph: 853-2811

District Agriculturist, District Home Economist and The Canada Farm Labour Pool

These are offices which are often involved in government placement programs. Inquiries about subsidization of wages for student farm labourers, etc. can be directed toward these agencies. They are listed under Government of Alberta and Government of Canada in telephone directories.

Recreation Director and Family and Community Support Services Director

These people are often involved in various community courses and programs, and can be of great help if you want information on local events or projects. Your committee will tell you how to locate this personnel in your community.

